

WINDOWS 10 – INTRODUCTION COURSE REFERENCE MANUAL

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This manual can be used independently or to accompany the online course at:
<https://www.ldnh.co.uk/windows-10-introduction>

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Module 1: Windows 10 Basics

Objectives:

- Getting Started (Page 2)
- Interacting with Windows 10 using mouse and touch controls (Page 6)
- Working with the Start Screen and Live Tiles (Page 10)
- Logging out, shutting down and restarting Windows 10 (Page 14)

Getting Started

Overview

The Windows 10 operating system builds on the touchscreen features that were introduced in Windows 8 and 8.1, but achieves a better compromise between touchscreen devices and Desktop PCs (using keyboard and mouse) than its predecessor. If you are upgrading from Windows 7 or a previous version, you should find that transition easier with Windows 10 than with Windows 8 or 8.1. In particular, the Start Menu has been returned in the Desktop view.

During these course notes, we shall refer to Windows 10 running in **Tablet Mode** and in **Desktop Mode**.)

The opening 'Lock' screen

When you turn your computer or device on, Windows 10 loads and you will be shown your lock screen (see **Figure 1-1** below).



Figure 1-1: Windows Lock screen

This screen can be customised - it shows a picture, current date and time, battery life, and other information. (If you want to change the picture and settings, refer to Module 4; Customising Windows 10. Go to Settings, Personalisation, Lock Screen, to customise the Lock screen).

Step-by-step:

To open the lock screen with touch:

- Swipe the screen up with your finger

To open the lock screen with mouse:

- Click your mouse or press any key

Once you have clicked on the Lock screen you will be then be shown the following login screen (see **Figure 1-2** below). This feature ensures that no unauthorised users can access your system. Here you enter your password to access the system. If Windows 'Hello' has been set up on your machine, you may be required to log in using a fingerprint, PIN number, retina scan, or some other method. Once you have entered your password you are now shown the Start screen as shown in **Figure 1-3 and 1-4** below).

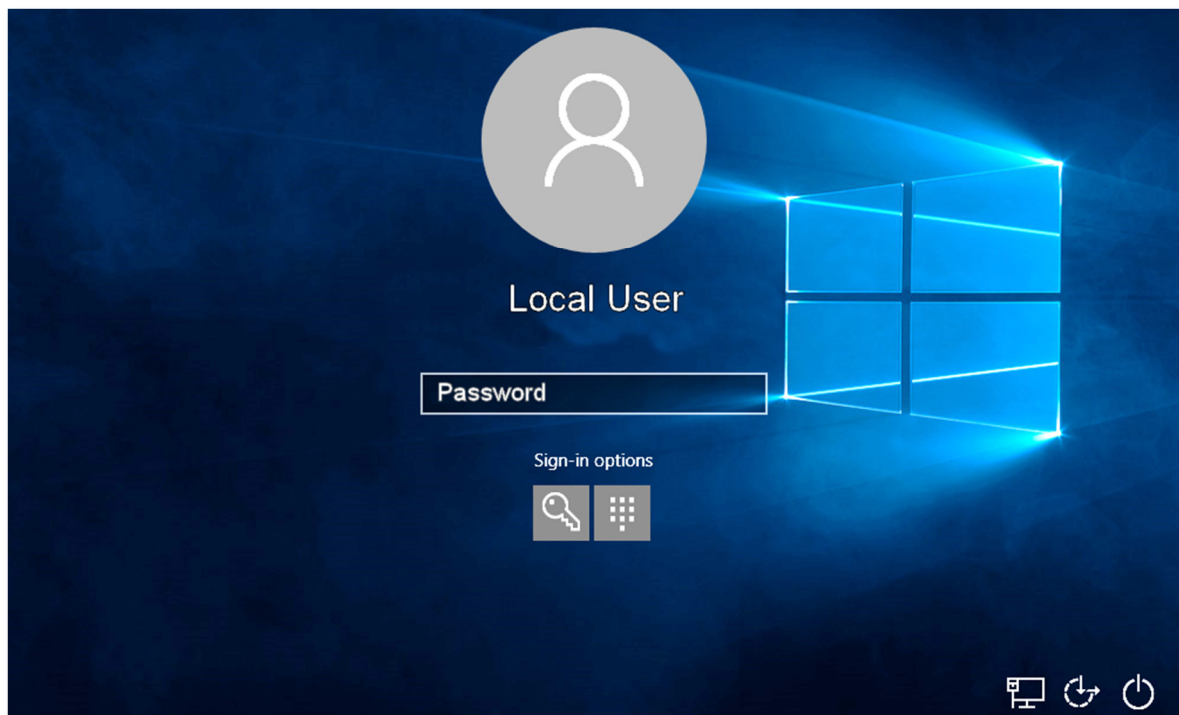


Figure 1-2: Windows 10 Login Screen

Desktop/Start screen:

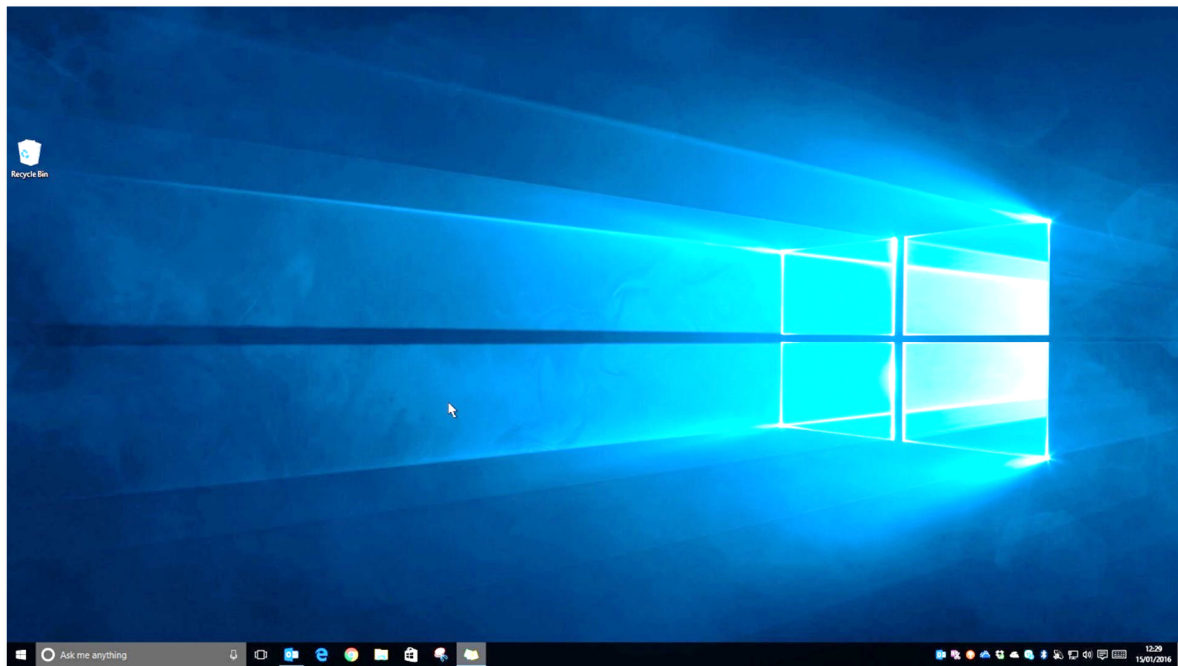


Figure 1-3: Windows 10 Desktop mode Desktop

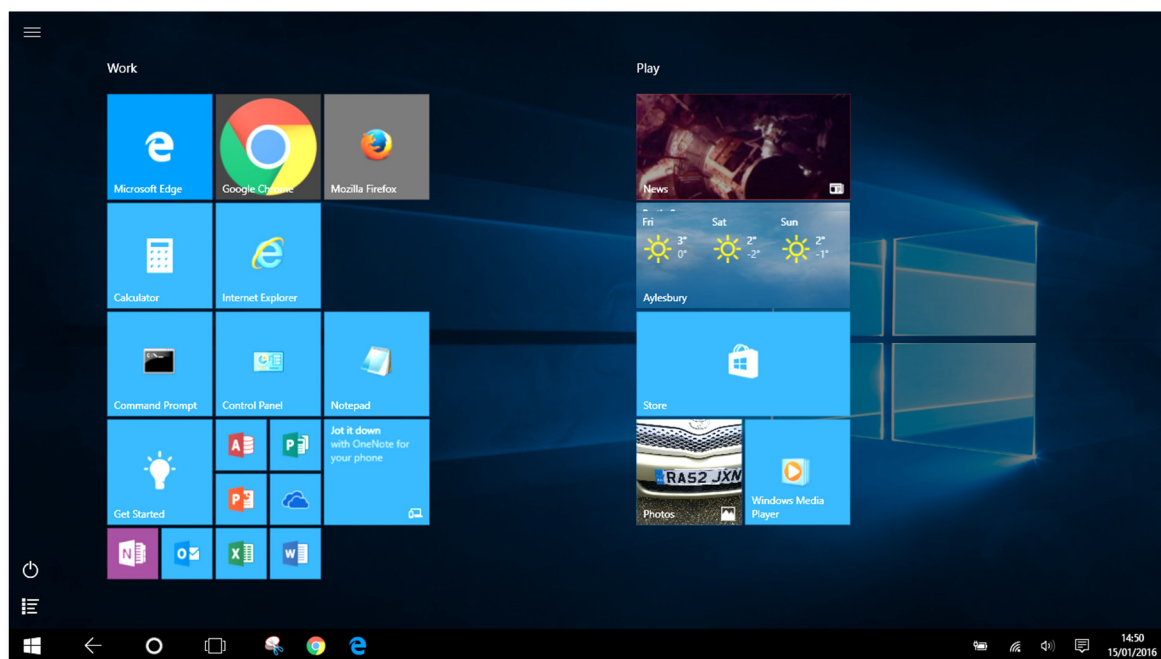


Figure 1-4: Windows 10 tablet mode start screen

In Brief – Desktop mode and tablet mode

Some Windows 10 devices run only in Desktop mode, and some run only in tablet mode. Some can run both modes, in which case you can switch between the two modes using the 'Tablet mode' button in the Action Centre, as in **Figure 1-5** below.



Figure 1-5: Switch between Desktop mode and tablet mode

The start screen colour and background can be customised – refer to Module 4.

Interacting with Windows 10

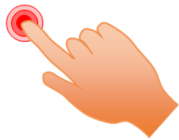
Windows 10 is designed specifically to be equally usable in tablet mode (touch screen) or Desktop mode (conventional mouse and keyboard).

Touch controls (tablet mode)

Movement

Action

Tap:



Tapping is like clicking with a mouse. Just tap an app to open it

To select text within an app, tap it and then use the handles to adjust the selection

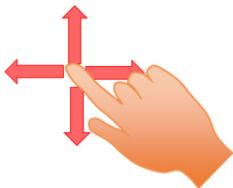
Press and hold:



Holding your finger on an object can do one of two things, depending on the app:

- Display information about the object, much like hovering the mouse over an object
- Display a context menu, much like right-clicking an object

Swipe:



By swiping a finger in from the edges and corners of the screen, you can perform different actions regardless of the app you have open:

- Slide your finger across the screen to drag objects or scroll the screen or...
- Swipe from the *right edge* of the screen to view action centre
- Swipe from the *left edge* to show thumbnails of currently open apps (task view)
- *With an app open, swipe from the top* of the screen to the side of the screen to allow you to use two apps side-by-side

Pinch and zoom



Some apps support pinching and stretching to zoom in and out. Zooming in allows you to see more detail, while zooming out shows you more context

Rotate



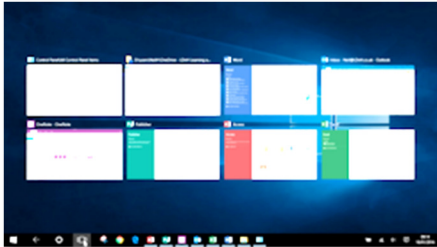



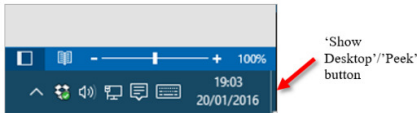




In some apps, you can also use two fingers to rotate objects on the screen. For example, you might use this to rotate a picture

Mouse controls and keyboard shortcuts (Desktop mode)

Most of what you know about using a mouse and keyboard with Windows has remained the same. Here are a few ways to use the new Windows 10 features with a mouse and with keyboard shortcuts – and how to find some familiar things in new places.

To do this	With a Mouse	With a Keyboard
Open Action Centre (Notifications and Settings)	<p>Click on the Action Centre icon in the system tray (also known as the systray or notification area), in the bottom right-hand corner of the screen.</p> 	<p>Action Centre: WINDOWS KEY  +A</p> <p>Devices: WINDOWS KEY  +K</p> <p>Settings: Windows key  +I</p>
Share a screenshot to OneNote, email, or social media		WINDOWS KEY  +H
Search (applications, settings, files, the web)	<p>Click into the Cortana 'Ask me anything' box in the bottom-left corner, and enter your search term. Or to search using voice recognition, click on the microphone icon on the right-hand-side of the box.</p> 	<p>Open Cortana in typing mode: WINDOWS KEY  +Q</p> <p>Open Cortana in listening mode: WINDOWS KEY  +C</p>
Open Start menu	<p>Click on the Windows icon in the far bottom-left of the screen.</p> 	<p>WINDOWS KEY </p> <p>(PRESS THE SAME KEYS TO COLLAPSE THE START MENU)</p>

To do this	With a mouse	With a keyboard
Get to commands and context menus	<p>Right-click to see commands and context menus. Right-clicking on items often brings up options specific to that item.</p> 	<p>Use TAB or arrows keys to highlight things, then press SPACEBAR or ENTER</p>
View open applications.	<p>Click on the Task View icon on the Task Bar (at the bottom of your screen) to view thumbnails of all currently open applications.</p>  <p>To switch to a different application, simply click on it.</p>  <p>(Note: on a device with limited resources, having many applications open will slow down performance. Close unused applications by clicking on the 'X' in the top right-hand corner of the thumbnail.)</p>	<p>WINDOWS KEY  +TAB</p> <p>USE ALT+TAB TO SWITCH BETWEEN OPEN APPLICATIONS</p>
Snap an application to use two applications side by side	<p>Grab the Title Bar of the application with your mouse pointer and drag it to the left-hand edge of the screen. Drag the second application's Title Bar to the right-hand edge of the screen.</p>	
Make an application full screen	<p>Grab the Title Bar of the application with your mouse pointer and drag it to the top edge of the screen or simply double-click on Title Bar.</p>	

To do this	With a mouse	With a keyboard
Open the Desktop	<p>Click on the small area in the notification area in the bottom-right corner of your screen, to the right of the date and time.</p> 	WINDOWS KEY  + D
Windows 'Shake' to minimize all but active application		WINDOWS KEY  + HOME KEY
Zoom in or out	<p>Many applications will allow you to zoom in and out by using Ctrl-scroll wheel. Ctrl and scroll wheel up to <i>zoom in</i> and Ctrl and scroll wheel down to <i>zoom out</i>.</p>	<p>WINDOWS KEY  + + (PLUS KEY) ZOOMS IN & SHOWS THE WINDOWS KEY MAGNIFIER TOOLBAR</p> <p>WINDOWS KEY  + - (MINUS KEY) ZOOMS OUT (BACK TO ORIGINAL VIEW)</p>
Close an application	Click on the 'X' in the top right-hand corner of the applications.	ALT+F4
Shut down	Right-click the Start button and select 'Shut down or sign out'.	<ol style="list-style-type: none"> 1. Press CTRL+ALT+DELETE 2. Use the TAB key to move to the POWER icon in the bottom right-hand corner, and click on it. A list of shutdown options appears. 3. Use the up or down arrow keys to get to the option you want. 4. Press ENTER.

Working with live tiles in Start (Desktop mode and tablet mode)



The Start screen (tablet mode) and Start menu (Desktop mode)

A version of the Start button and menu from previous versions of Windows has been brought back for Windows 10 in Desktop mode. The live tiles on the Start screen in tablet mode behave in the same way as the live tiles on the Start menu in Desktop mode.

'Live' tiles are more than just icons that launch applications. Many tiles will show notifications; so, for example, the **Mail** tile will show how many unread items you have in your inbox, the **Weather** tile will show today's weather, and the **News** tile will show you news headlines.



Step-by-step:

Start

- **Tablet Mode:** Return to the Start screen by tapping the  Start button
- **Desktop Mode:** Show the Start menu by moving the mouse pointer into the lower-left corner of the screen and clicking on the  Start button

Exercise:

(Desktop mode) In the following exercise, you will practice opening and closing the Start menu.

1.	The Desktop screen is showing	
2.	Click on Start	<i>The Start menu appears</i>
3.	Click on Start again	<i>The Desktop screen now appears</i>
4.	Press WINDOWS KEY 	<i>The Start menu appears</i>
5.	Press WINDOWS KEY  again	<i>The Desktop screen now appears and the Start menu collapses</i>

Moving, sizing and unpinning tiles on Start screen

(refers to Desktop mode, but Tablet mode is very similar)

On the Start screen, you can move the tiles so that your favourite ones are close at hand. You can also remove/unpin tiles that you will not use. To do this you will need to learn two more mouse techniques - how to drag items and use a right-click.

Dragging items using the mouse

Another mouse technique used in Windows is *dragging*. To drag an item, point at the item with your mouse pointer, press and hold the mouse button and then move the mouse pointer to another location.

Dragging is a technique that is most commonly used to move items on the screen from one location to another. In addition, you will often drag to move items or text within Windows applications. For example, in Windows word processing applications, you can drag to move sections of text to new locations in a document.

Moving tiles in Start

Tiles on the Start screen can be moved easily. For example, if you use Word and Excel you might want these icons right at the beginning of all of the tiles so that you can quickly access them.

Step-by-step:

To move tiles on the Start menu using dragging technique:

1. Open the **Start** menu
2. Use the mouse pointer to point at the tile you wish to move
3. Press and hold down the mouse button
4. Continue to press the mouse button while moving the mouse pointer to a new position
5. Release the mouse button

The other tiles will rearrange themselves to accommodate the moved tile

Adding Tiles

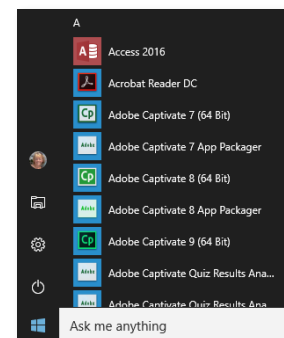
Step-by-step:

To add tiles to the Start menu using dragging technique:

1. Open the Start menu
2. Scroll down the list of apps that are listed alphabetically in the menu.
3. Find the one you want (you may need to scroll up and down) and drag it onto the **Start** menu

Alternatively;

You can click your right-mouse button on the app and then select **Pin to Start**.



Making a tile smaller or bigger

You can also change the size of the tile – make it smaller or bigger.

Step-by-step:

To change the size of a tile on the Start screen:

1. Right-click on the tile you wish to change the size of
2. Hover the mouse pointer over 'resize'

3. Left-click on the size you require

Exercise:

In the following exercise, you will practice moving tiles and changing their size on the Start screen Desktop.

1.	Move the mouse pointer to point at the Mail tile	
2.	Press and hold down the mouse button	<i>The tile shrinks slightly in size so that you know you have selected it</i>
3.	Continue to press the mouse button while moving the Mail tile to another location in the Start menu	
4.	Release the mouse button	<i>The Mail tile is now in the new location and all other tiles have moved to accommodate it</i>
5.	Move the Weather tile and place it beside the Mail tile	<i>The Weather tile is now beside the Mail tile and all tiles have moved to accommodate it</i>
6.	Right-click on Mail tile	<i>A context menu appears</i>
7.	Select resize then choose 'Medium'	<i>The Mail tile has now changed size and the Weather tile moves to accommodate the new size</i>
8.	Move the tiles back to their original position and return them to their original size	<i>All tiles should be returned to their original position and size</i>

Removing ('unpinning') tiles from Start

Step-by-step:

To unpin tiles from the Start menu:

1. Right-click on the tile you wish to delete/unpin from the Start menu
2. On the context menu that pops up, left click on **Unpin from Start**
3. The tile is now removed from the Start menu

Note: This does not uninstall the application from your device. You can still find it in the 'All apps' list.

Exercise:

In the following exercise, you will remove/unpin a tile from the Start screen.

1.	With the Start menu displayed, right-click on a tile that you don't need (on a new device, there are usually several that are advertising games or paid-for apps)	<i>A context menu pops up</i>
2.	On the context menu choose Unpin from Start If you later change your mind, you will find this app in the alphabetical list of apps in the Start menu	<i>The tile is now removed from the Start screen</i>

Logging out, shutting down and restarting Windows 10


Signing out and shutting down Windows 10

If your PC/Laptop/Tablet is shared, or if it has not been set to automatically 'sleep' after a period of inactivity, it is a good idea to either sign out or shutdown. Also, there may be times you need to restart your PC so that any changes made to your operating system can take effect.


It is always a good idea to close any documents and applications you may have open before following any of the instructions below.

Step-by-step:

To sign out of Windows 10:

1. Right-click the Start button  then hover your mouse pointer over 'Shut down or sign out'
2. Left-click 'Sign out'

To shut down Windows 10:

1. Right-click the Start button  then hover your mouse pointer over 'Shut down or sign out'
2. Left-click 'Shut down'

To shut down using **CTRL ALT DELETE**:

1. Press **Ctrl Alt Delete**
2. Click mouse on **Shut down** icon (bottom right)
3. Choose Shut down

Restarting Windows 10

If for any reason you wish to restart Windows 10, you can do so directly from the Start Menu, or can still use **CTR+ALT+DELETE**. You might use this option if you are installing new hardware or software or changing certain Windows 10 setup options.

Step-by-step:

To restart Windows:

1. Right-click on **Start**
2. Point to **Shut down or sign out**
3. Select **Restart**

To restart using **CTRL+ALT+DELETE**:

1. Press Ctrl+Alt+Delete.

2. Click mouse on **Shut down** icon (bottom right)
3. Choose **Restart**
4. The words Restarting appear on the screen, the machine shuts down and restarts and you will be presented with the Lock screen

Exercise:

In the following exercise, you will restart Windows 10.

1.	Right-click the Start button	<i>A list of options appears.</i>
2.	Hover your mouse pointer over 'Shut down or sign out'	<i>The popup menu appears.</i>
3.	Choose 'Restart' from the choices available You will be notified if there are any unsaved documents still open – giving you the opportunity to save them first	<i>Your computer reboots and Windows 10 restarts</i>

Module 2: Using Windows 10

Objectives:

- Working with the Desktop (Desktop mode) and Windows (Page 16)
- Working with the Quick Access Toolbar (Page 28)
- Working with the Ribbon and dialog boxes (Page 29)
- Getting Help and Support (Page 35)

Working with the Desktop (Desktop mode) and Windows

The Desktop

When you open a Desktop application, it will be opened inside the Desktop area. On a new device, the Desktop area is initially relatively empty usually with just the Recycle Bin icon being displayed on the left of your screen in the main Desktop area, as illustrated in **Figure 2-1** below.

Just like your old Desktop in the earlier versions of Windows, you can add your own favourite Desktop icons. Icons are graphic representations of various elements of your computer, such as disk drives, folders, files or programs.

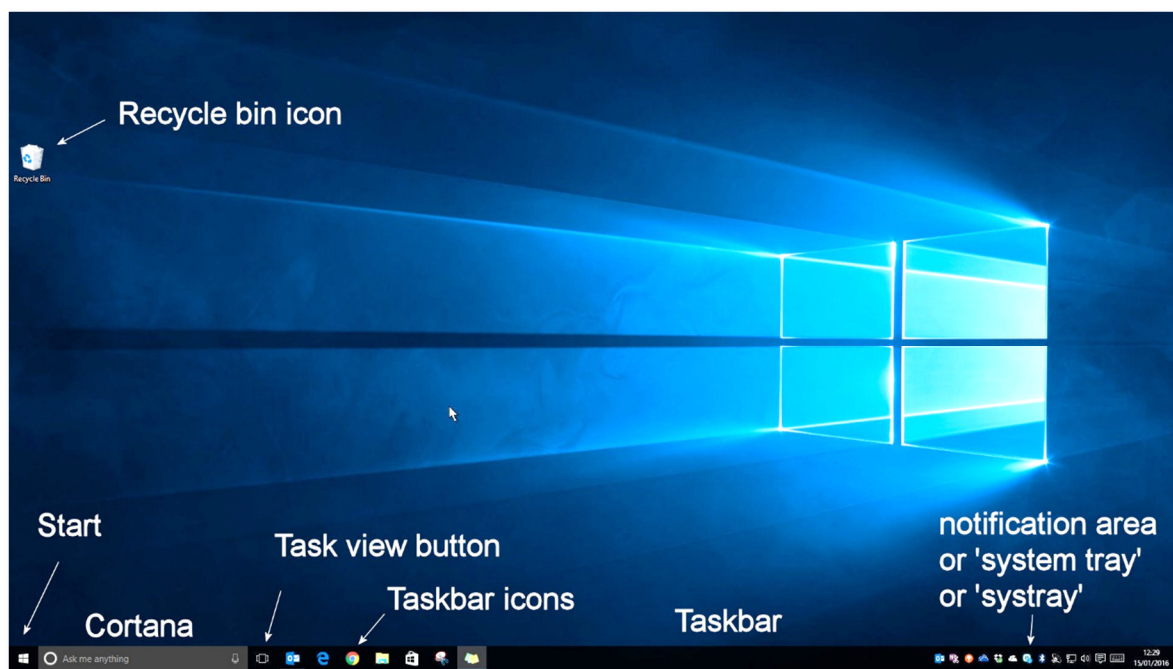


Figure 2-1: Windows 10 Desktop with taskbar displayed at the bottom

The *taskbar*, illustrated in **Figure 2-2**, is the long bar located at the bottom of the Desktop. The taskbar allows you to 'pin' your favourite programs to it, switch between active open Desktop programs and windows.



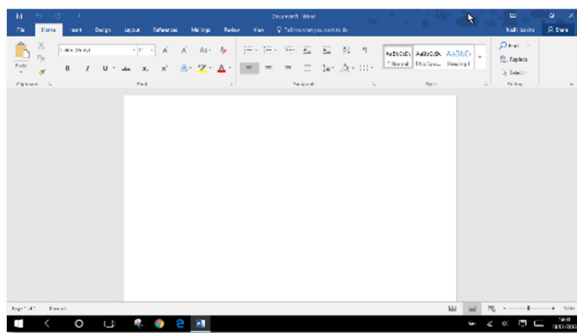
Figure 2-2: Taskbar with additional programs added

In Brief – Apps or Applications?

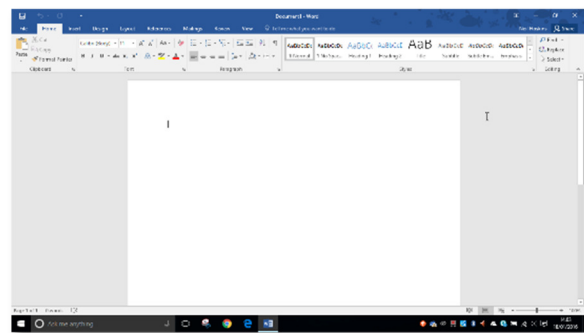
Windows Desktop applications that you buy from a third party and install via a CD or download link are known as “**Windows Desktop Applications**”. These will be familiar to existing Windows users.

Apps for Windows touchscreen/mobile devices were originally known as ‘Metro’ apps or ‘Windows 8-style UI apps’. They were available from the Windows Store, were optimised for small touchscreens, and were written using completely different code from regular Windows applications.

With Windows 10, the plan is for application software to be written using the same code for both **Desktop Mode** and **Tablet Mode**. These applications were initially known as ‘Universal apps’, but are currently known as ‘Windows apps’ or ‘Trusted Windows Store Apps’. **Figures 2-3a** and **2-3b** below show Microsoft Word 2016 running on Windows 10 in Tablet Mode and Desktop Mode respectively.



***Figure 2-3a** Microsoft Word 2016
in Tablet mode*



***Figure 2.3b** Microsoft Word 2016
in Desktop mode*

You can see that Word looks almost identical in both cases, only with slightly larger **Ribbon** icons in Tablet mode. On a smaller tablet screen, Tablet mode may auto-hide the Ribbon, to allow more space to work on documents.

Identifying parts of a window (Desktop mode)

When you open a Desktop application it will be opened within a window, similar to the one you will see below which is a Microsoft Word 2016 window. All windows have the same common features as indicated below in **Figure 2-3c** (and discussed in more detail in **Table 2-1**). For each window that you have opened, a button with the window title appears on the taskbar.

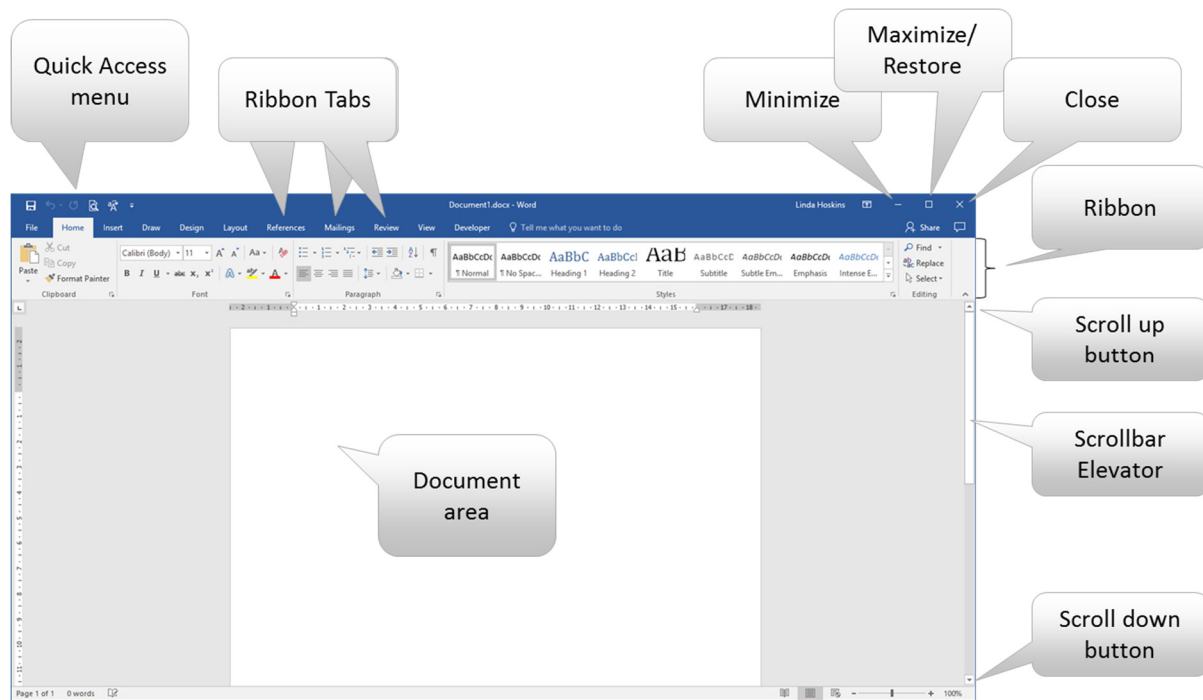


Figure 2-3c: A typical Windows Desktop Application window

Icon	Description
	Minimise button - click to minimize a window to a button on the taskbar.
	Restore button - click restore the window to its previous size. (This has no effect in Tablet mode, when apps are either full-screen or in the background.)
	Maximise button - click to maximise the window to its full size. (This has no effect in Tablet mode, when apps are either full-screen or in the background.)
	Close button - click to close the window.
	Scroll buttons (at the top and bottom of the scrollbar) – use the up/down buttons to scroll the screen up/down, or drag the scrollbar elevator button

Title bar – (top centre of screen) - name of document/application

Table 2-1: Window elements and descriptions

Moving and resizing a window

Often when you open a window it may obscure parts of the Desktop or is not located where you want it to be. When this happens, you can move the window anywhere on the Desktop.

Step-by-step:

To move a window:

1. In the window you wish to move, position the mouse pointer over title bar.
2. Drag the title bar to a new location on the Desktop.

To resize a window:

1. Position mouse over the any corner of the window and you will see a **double-headed arrow**.
2. Click and drag the corner towards the middle or outwards to increase/decrease the size of the window.

Note: If you drag the left, right, top, or bottom side of the window, only the side being dragged will change. If you drag a corner of the window, the window is sized both horizontally and vertically.

Exercise:

In the following exercise, you will move and resize a window.

1.	Open Word – choose Start , select Word icon. Choose blank document.	<i>Microsoft Word will open.</i>
2.	Position the mouse pointer over the title bar (Document 1 – Word).	
3.	Click and drag the title bar into the centre of the Desktop.	<i>The Word window shrinks in size (if it was opened full-screen) and moves into the centre of the Desktop.</i>
4.	Position the mouse over any corner of the window.	<i>A double headed arrow appears.</i>
5.	Drag the corner towards the middle of the Desktop.	<i>The window gets smaller.</i>
6.	Drag the corner towards the outside edge of the Desktop.	<i>The window gets bigger.</i>

Maximizing, restoring, and minimizing a window (Desktop mode)

If you are working with a program, such as a word processing or spreadsheet program, you will usually want to see as much of the document you are working with as possible. By **maximizing** your program window, you can fill the entire Desktop with the program window, making its contents easy to see and work with. This button is indicated in **Table 2-1** (page 18).



Once you have finished working with a maximized window, you may want to restore it to its previous size so that you can work with other windows on the Desktop. This is done by **restoring** the window. You restore a window by clicking the **Restore** button, as indicated in **Table 2-1** (page 18).





The Restore button appears only if the window is maximized, and the maximise button appears only if the window is restored.

When you have multiple windows open and you enlarge one, you may cover up other windows. Sometimes it becomes hard to keep track of all the open windows. You can reduce windows to buttons on the taskbar to help organize the Desktop. This is called **minimizing** a window. When you minimize a program window to a button, you do not quit the program; instead, you merely reduce the space the window takes up on your Desktop. The program continues to run until you close it. To reopen the minimized window, click its button on the taskbar. The minimise button is indicated in **Table 2-1** (page 18).




Step-by-step:

To maximize a window:

- Click the  **Maximize** button
- To restore a maximized window to its previous size, click the  **Restore** button

To minimize a window:

- Click the  **Minimise** button
- To restore a minimised window, click the desired button/icon on the taskbar

Exercise:

In the following exercise, you will practice maximizing, restoring and minimizing a window.

1.	Using the Word window, you had opened in the previous exercise, click Maximize button	<i>The Word window fills the entire screen</i>
2.	Click Restore button	<i>The Word window is restored to its original size and location on the Desktop</i>
3.	Click Minimize button	<i>The Word window is reduced to an icon on the taskbar</i>
4.	On the taskbar, click Word icon	<i>The Word Window now opens</i>

Scrolling in a window

Often a window is not large enough to allow all its contents to be seen. When some of the contents are hidden from view, scroll bars appear in the window, as shown in **Figure 2-4** below. By clicking the scroll arrows, located at either end of the scroll bar, you can move up and down through a window. You can also drag the elevator button in the scroll bar to move through the window. If you have a mouse wheel, you can also use your mouse wheel to scroll up/down.

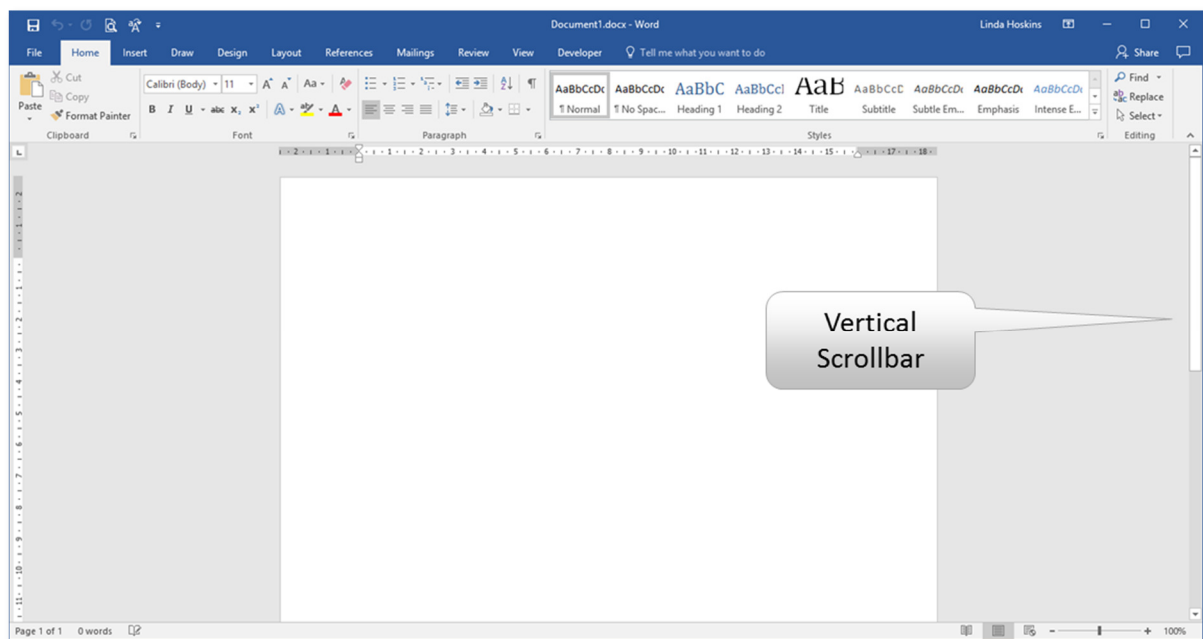
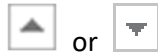


Figure 2-4: Windows Scroll Bar

Step-by-step:

To scroll in a window by using scroll arrows:

1. Position the mouse pointer on a scroll arrow;



or

2. Click the mouse button to move line by line OR press and hold the mouse button until you see the desired section of the window.

To scroll in a window using the elevator button:

- Position the mouse pointer on the elevator button. Drag the elevator button in the scroll bar until you see the desired section of the window OR use the mouse wheel to scroll up/down.

**Exercise:**

In the following exercise, you will practice scrolling in a window.

1.	Ensure that the Word window is maximized .	<i>The Word window is maximized to full size.</i>
2.	At the bottom of the vertical scroll bar, position the mouse pointer on the down scroll arrow	
3.	Click the mouse button.	<i>The window scrolls up down line.</i>
4.	Press and hold the mouse button on the down scroll arrow.	<i>The window scrolls down quickly.</i>
5.	Release the mouse button.	
6.	In the vertical scroll bar, position the mouse pointer on the elevator button.	
7.	Drag the elevator button to the top of the vertical scroll bar.	<i>The window scrolls up.</i>
8.	Release the mouse button.	
9.	Choose Close (X) button to close Word.	

Opening multiple windows (Desktop mode)

*(Note that you can only have multiple windows open in **Desktop mode**. In **Tablet mode**, you may only have a maximum of two windows both open and visible at once, and you achieve this by dragging the title bar of an app to one side of the screen. The next app you open will occupy the other half of the screen.)*

In **Desktop mode**, you will often wish to work with more than one window at a time. This is useful if you want to copy information between applications or if you wish to compare information contained in different applications. You can open multiple windows in the same way that you open a single window. Simply open the first window you wish to work with and then open another window you wish to view.

Step-by-step:

To open multiple windows:

1. Open the first window you want to work with.
2. Open another window you want to work with.

Exercise:

In the following exercise, you will open multiple windows.

1.	Open Word and click Blank document .	<i>Word opens with a blank document.</i>
2.	Open Excel and click Blank workbook .	<i>Excel opens with a blank workbook.</i>
3.	We now want to position the windows side by side .	
4.	Drag the Word title bar to the centre of the screen and resize the window to make it smaller .	<i>The Word window decreases in size.</i>
5.	Drag the Excel title bar to the centre of the screen and resize the window to make it smaller .	<i>The Excel window decreases in size.</i>
6.	Move the windows so that they are side by side .	<i>The windows are now side by side.</i>

Switching between windows (Desktop mode)

You can have many windows open on your Desktop at the same time, but there can be only one *active window*—in other words, you can work in only one window at a time. The active window always appears as the foreground window, overlapping any inactive windows and its title bar is highlighted.

Step-by-step:

To switch between windows:

1. Click anywhere in the window you want to make active OR choose the button on the taskbar for the window you want to make active.
2. The window's title bar becomes active.

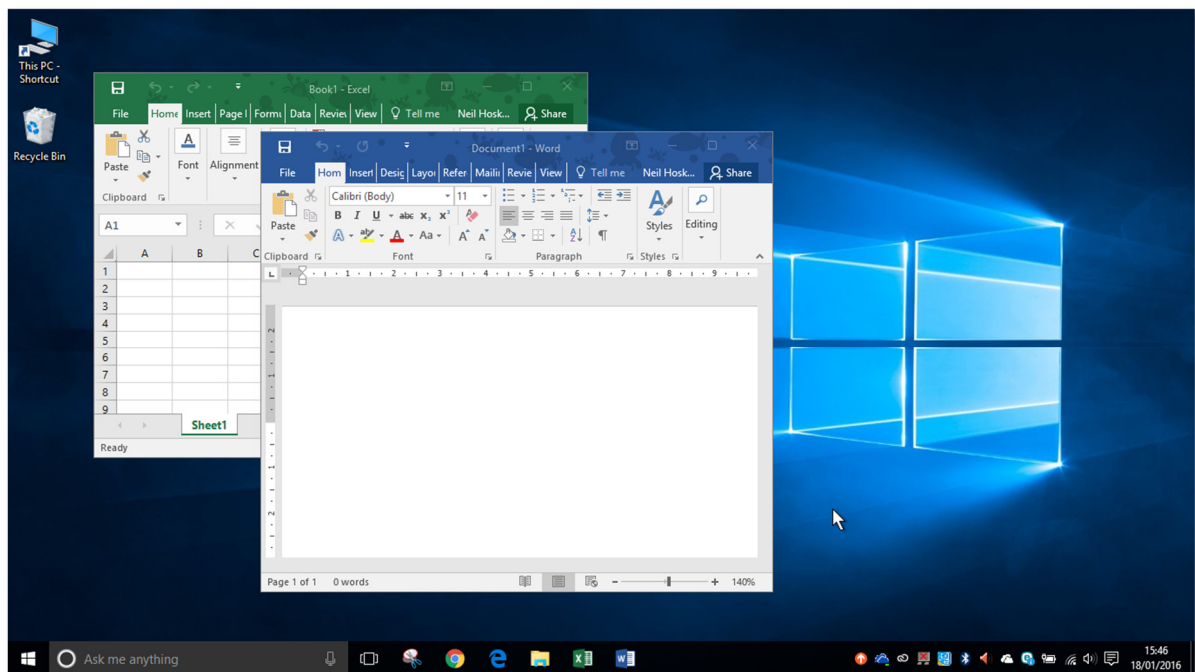


Figure 2-5: Overlapping windows

Exercise:

In the following exercise, you will practice switching between windows.

1.	Position the windows so that they overlap as per Figure 2-5	
2.	Click anywhere in the Excel window	<i>The Excel window becomes active.</i>
3.	Click anywhere in the Word window	<i>The Word window becomes active.</i>
4.	On the taskbar, click Excel icon	<i>The Excel window becomes active.</i>
5.	On the taskbar, click Word icon	<i>The Word window becomes active.</i>
6.	Keep both windows open	

Using taskbar to quickly reposition windows (Desktop mode)

You can also use the taskbar to quickly reposition your windows, saving you the time and trouble of manually resizing them and moving them – see **Figure 2-6** below.

In Windows 10 you can have multiple applications open at the same time.

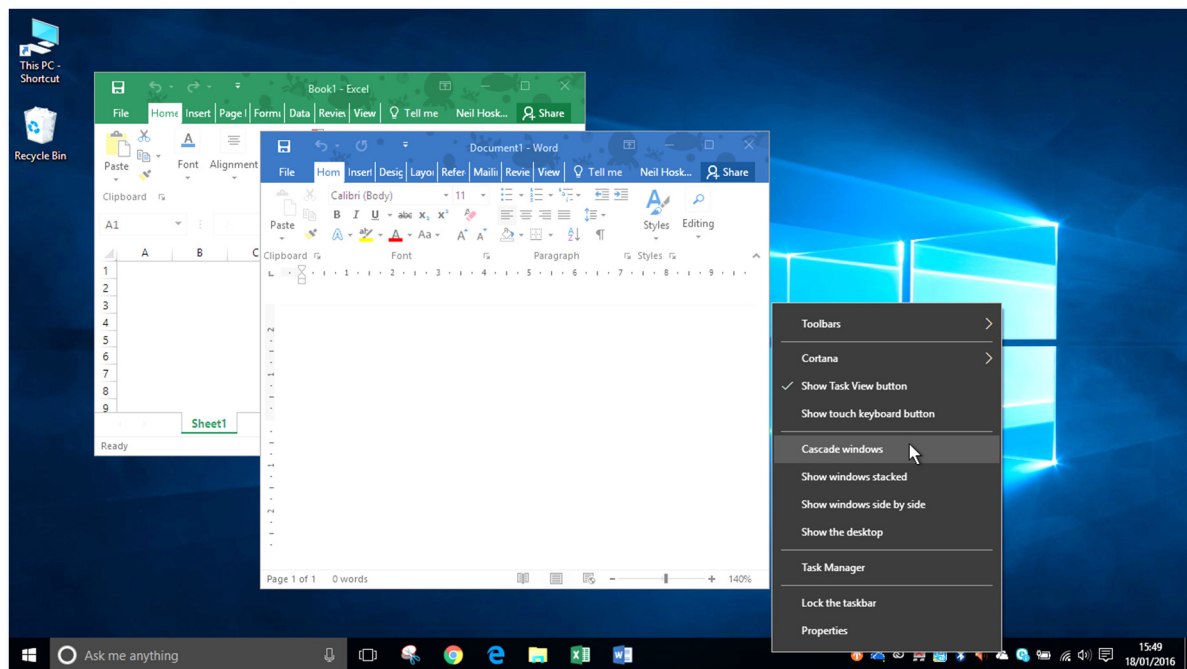


Figure 2-6: Using taskbar repositioning options

Step-by-step:

To quickly reposition windows side by side:

1. With your windows open.
2. Right click on taskbar and choose **Show windows side-by side**.
3. Your windows should now be positioned side by side vertically.

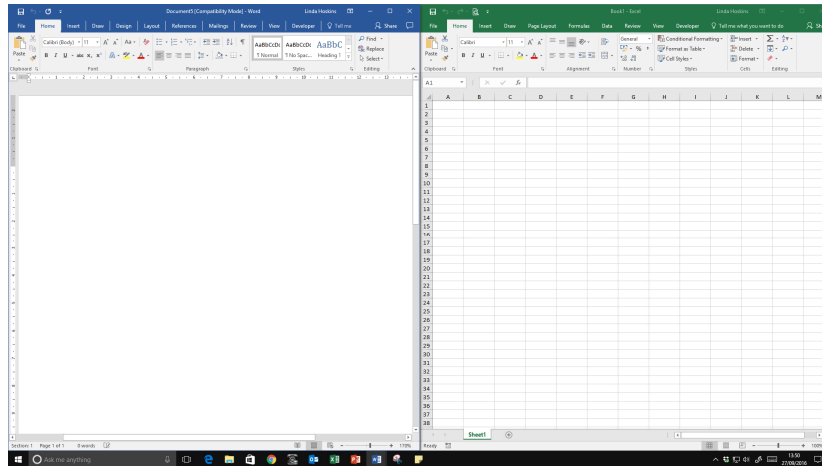


Figure 2.6a: Side-by-side windows

To stack windows horizontally:

1. With your windows open.
2. Right click on taskbar and choose **Show windows stacked**.
3. Your windows will now reposition stacked horizontally with one window at the top and the other at the bottom.

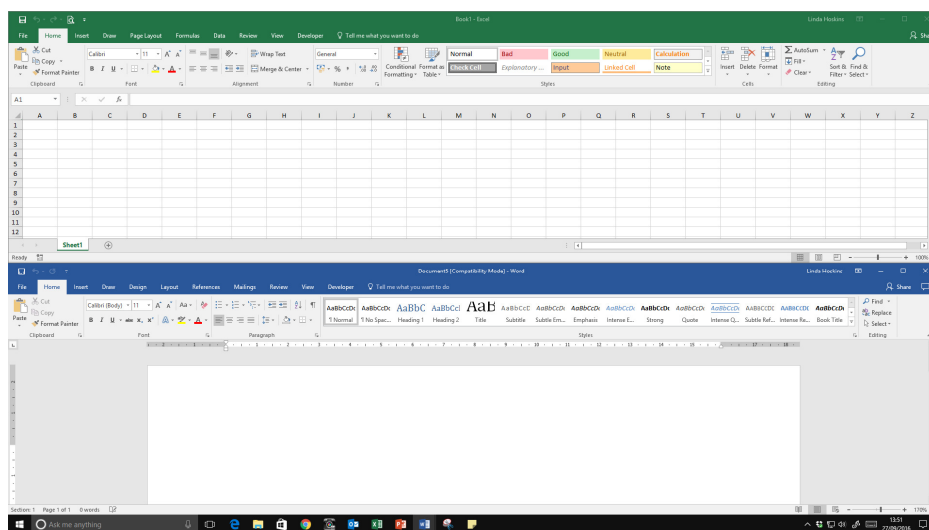


Figure 2.6b: 'Stacked' windows

To cascade windows:

1. With your windows open.
2. Right click on taskbar and choose **Cascade windows**.
Your windows will now stack behind each other, overlapping slightly.

Exercise:

In the following exercise, you will practice repositioning windows using the taskbar

1.	Position the windows so that they overlap as per Figure 2-5 on page 24.	
2.	Right click on the taskbar and choose Cascade windows .	<i>The windows are stacked behind each other.</i>
3.	Right click on the taskbar and choose Show windows stacked .	<i>The windows are stacked horizontally.</i>
4.	Right click on the taskbar and choose Show windows side by side .	<i>The windows are repositioned side by side.</i>
5.	Close all windows.	

Snapping windows

Since Windows 7, windows may be snapped to either the left or right side of the screen.

Step-by-step:

To 'snap' a window:

1. Using your mouse pointer, grab the title bar of the application.
2. Drag your mouse pointer to either the left or right-hand edge of the screen.
3. The application will snap to either the left or right half of the screen.

Exercise:

In the following exercise, you will practice snapping windows to the edges of the screen.

1.	Using the Word and Excel windows as before, drag the title bar of the Excel window to the right-hand edge of the screen	<i>The Excel window now occupies the right-hand half of the screen</i>
2.	Drag the title bar of the Word window to the left hand edge of the screen	<i>The Word window now occupies the left-hand half of the screen and the two windows appear side-by-side</i>
3.	Now grab one of the windows using your mouse pointer on the title bar, and drag it to the top edge of the screen	<i>That window is now maximised</i>

Using 'Shake'

Windows Shake (which has been around since Windows 7), allows you to minimize all but the active document window. This could be particularly useful, for example, when you need a distraction-free desktop when you might be reading an important document in say Microsoft Word or a pdf viewer.

Step-by-step:

To 'shake' a window and minimize all other windows:

1. Using your mouse pointer, grab the title bar of the active application.
2. Holding down your mouse button – shake the window by dragging right and left a few times.
3. All open windows, except the one you are holding, will now be minimized to the taskbar.

Note: you can also use the **WINDOWS KEY** + **HOME KEY**. Press the same two keys again to restore the windows back to their original size and locations.

Working with the Quick Access Toolbar

The Quick Access Toolbar (QAT) was introduced in Office 2007. The QAT can be moved above or below the ribbon. You can very easily add your favourite commands to it (as shown in **Figure 2-7**).

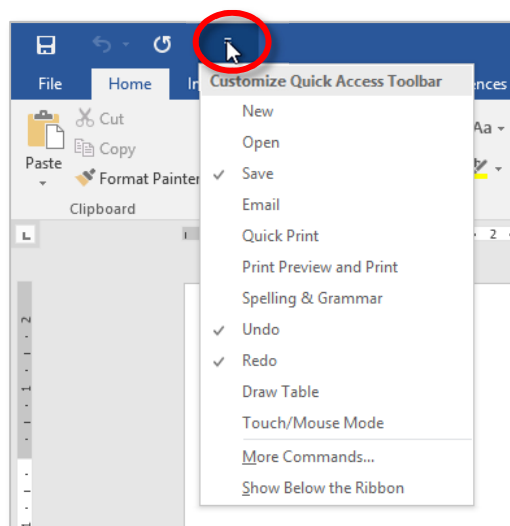


Figure 2-7: Customising Quick Access Toolbar

Step-by-step:

Repositioning QAT above/below the ribbon:

1. In *Word, click the drop-down arrow at the end of the QAT, (click **Customise Quick Access toolbar**).
2. You will be shown a drop down list (refer to **Figure 2-7**).
3. Choose **Show Below the Ribbon** or **Above the Ribbon**.

* The same steps would be followed in File Explorer, Excel, PowerPoint etc.

Adding popular commands to the QAT:

1. Click the drop-down arrow at the end of the QAT (**Customise Quick Access toolbar**).
2. Select one of the popular commands to quickly add it to the QAT (eg **Print Preview and Print**)

That command is now added to the QAT.

Adding commands to QAT using right click:

1. Another way of adding a favourite command to the QAT is by right clicking on the command on the ribbon. For example, in Word click the **Home** tab and then **right click** on **Bullets** button in the **Paragraph** group.
2. Choose **Add to Quick Access Toolbar**.

This button is now added to the QAT.

Removing commands to QAT using right click:

1. The easiest way to remove a command from the QAT is to **right click** on the command *you wish to delete* on the QAT.
2. Choose **Remove from Quick Access Toolbar**.

This button is now removed.

Exercise:

In the following exercise, you will practice using the QAT in either Word or Excel.

1.	Position the QAT below the ribbon	<i>The QAT moves below the ribbon</i>
2.	Position the QAT above the ribbon	<i>The QAT moves above the ribbon.</i>
3.	Add Cut button to the QAT	<i>The Cut button is now added to the QAT</i>
4.	Remove Cut button from the QAT.	<i>The Cut button is now removed.</i>

Working with the Ribbon

The ribbon replaces the toolbars, which were part of the old Windows' versions from years ago.

Below is the new File Explorer (previously known as Windows Explorer) window (see **Figure 2-8**). File Explorer helps you to organise your documents into folders so that you can quickly find your

documents and will be covered in detail Module 3. The ribbon can also be minimised or maximised to give you more space on your screen.

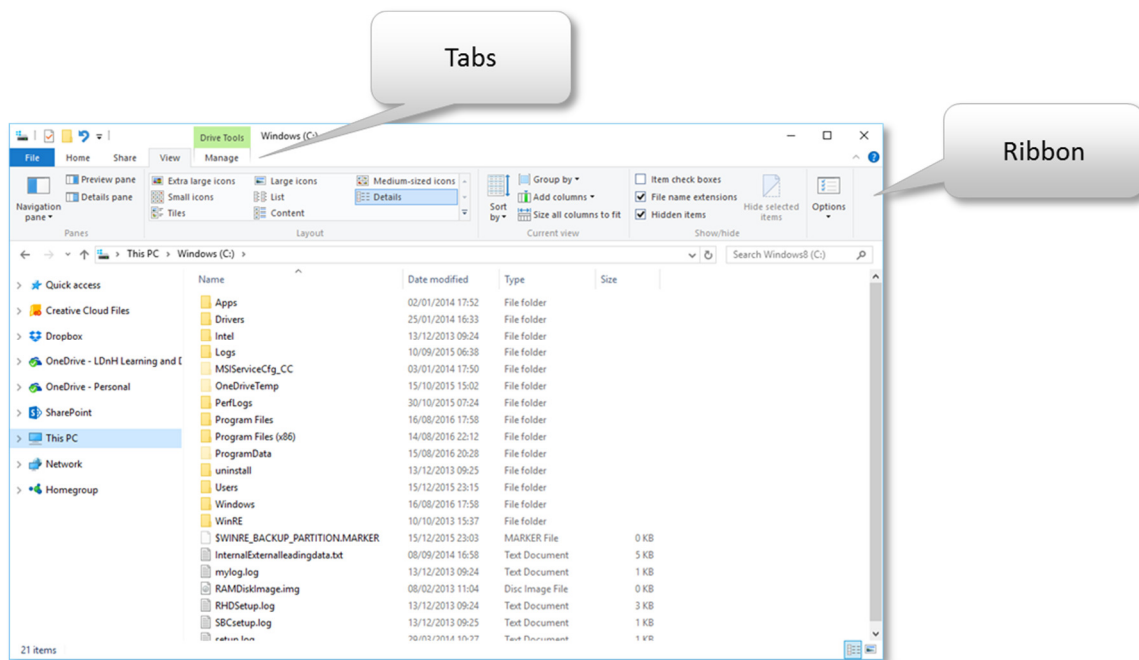


Figure 2-8: The New File Explorer window

The File Explorer now has a ribbon where you can find your commands as shown in **Figure 2-9** below. The buttons available on the ribbon will vary, but this is showing the **View** tab with the C: drive highlighted.

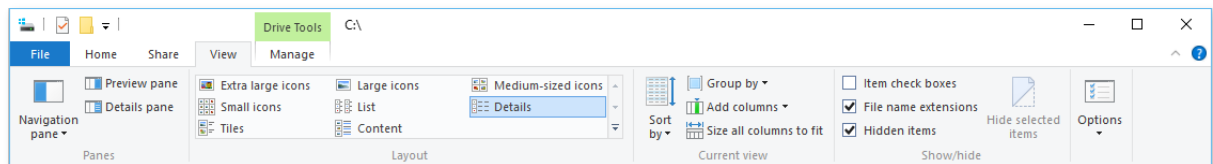




Figure 2-9: Example of the new ribbon in File Explorer

In Windows 10 you carry out most actions by choosing commands from the ribbon. Some of the commands require that you input information or select options in a dialog box.

Step-by-step:

Minimising/maximising the ribbon;

- In File Explorer, choose **Minimise the Ribbon** button  or **Expand (Maximise) the Ribbon** button  displayed on top right hand side of screen or press **CTRL + F1**.

To use the ribbon;

1. Choose the ribbon tab you wish to use e.g. **View**
2. The **View** ribbon options are now displayed
3. Click on the command you wish to use

To cancel commands/menu choices:

1. If a dialog box is open - press **ESCAPE** or choose **Close** button
2. If a drop down list is open – position the mouse pointer outside the drop down list and click the mouse or press **ESCAPE**

Ribbon/command conventions

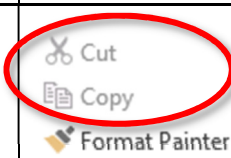

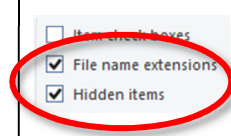

Menu Convention	Example...	Meaning
Menu command is dimmed		The command does not apply to the current situation and you cannot choose it.
Menu command is followed by a small triangle		Choosing the menu command brings up a submenu which allows you to choose additional options.
Check mark appears to the left of a menu command		The command is currently in effect. Choose the command again and the check mark disappears, indicating that the command is no longer in effect.

Table 2-2: Menu conventions

Exercise:

In the following exercise, you will practice using menus.

1.	Open File Explorer using the File Explorer icon on the taskbar. 	<i>Opens Desktop and the File Explorer window opens.</i>
2.	Choose View tab.	<i>The View tab shows all of the possible commands available.</i>
3.	On left hand side choose Documents folder (under This PC) – this is where all of your documents will be stored.	<i>The Documents folder displays sub folders.</i>
4.	Choose Home tab.	<i>The Home tab shows all of the possible commands available.</i>
5.	Choose View tab and select Extra-large icons.	<i>The folders are now displayed extra-large.</i>
6.	From View tab, choose Medium-sized icons .	<i>The folders are now displayed in medium size.</i>
7.	On View tab, choose Sort by	<i>A drop down list appears.</i>
8.	Click the Sort by button again	<i>The list closes.</i>
9.	Choose Home tab and click on the Properties button.	<i>A dialog box opens.</i>
10.	Choose Close icon or Cancel button, or press ESCAPE to close the dialog box.	<i>The dialog box now closes.</i>
11.	Now close File Explorer by choosing Close button.	<i>File Explorer now closes.</i>

Dialog box elements

Dialog boxes appear when Windows 10 needs information from you to execute a command. For example, a dialog box appears when you choose the Paragraph command in Word 2016. To format a paragraph, you use the dialog box to specify the alignment, indentation, and spacing. In some dialog boxes, default choices are already filled in for you and you simply need to confirm these selections.

Parts of a typical dialog box are shown in **Figure 2-10** below. Windows 10 dialog boxes incorporate easy-to-use features that allow you to select the options you want to use.

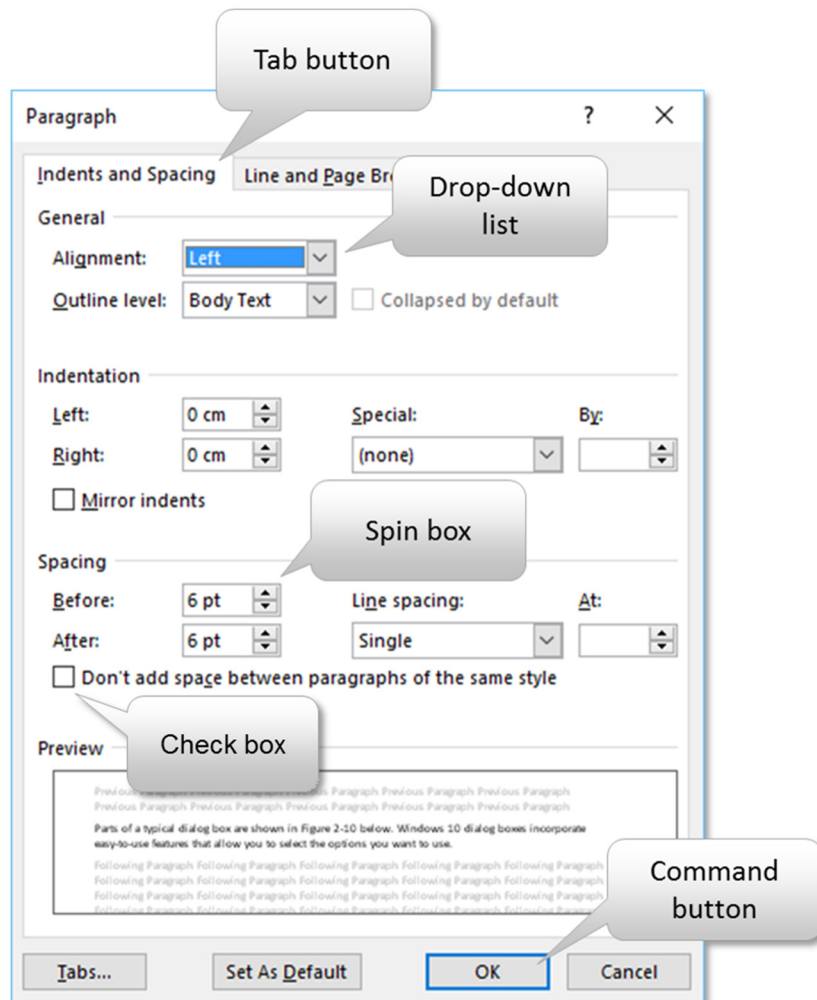
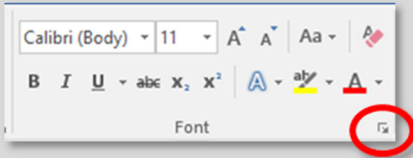


Figure 2-10: A typical dialog box

Exercise:

In the following exercise, you will practice using list boxes and drop-down list boxes.

1.	Start Microsoft Word & create a new blank document	<i>A blank document appears.</i>
2.	Type a few words at the top of the document and then press the Enter key twice	<i>Word displays the text using the default formats.</i>
3.	On the Home tab of the ribbon click the Font dialog launcher button in the bottom right corner of the Font group 	<i>The Font dialog box appears.</i>
4.	Use the scrollbar to select a text size of 18 points Click the drop-down arrow underneath Underline style: and select a double-underline Tick the All caps: checkbox	<i>The preview window displays an example of what your text will now look like.</i>
5.	Click OK	<i>The dialog box closes and you are returned to your Word document.</i>
6.	Start typing some text (underneath your previous text)	<i>The text displays using your new 'Font' formats</i>
7.	Close down the Word program without saving your changes	

Getting Help and Support

Help and Support

You can readily get help with your windows program by accessing the Help System using **Cortana** as shown below in **Figure 2-11**.

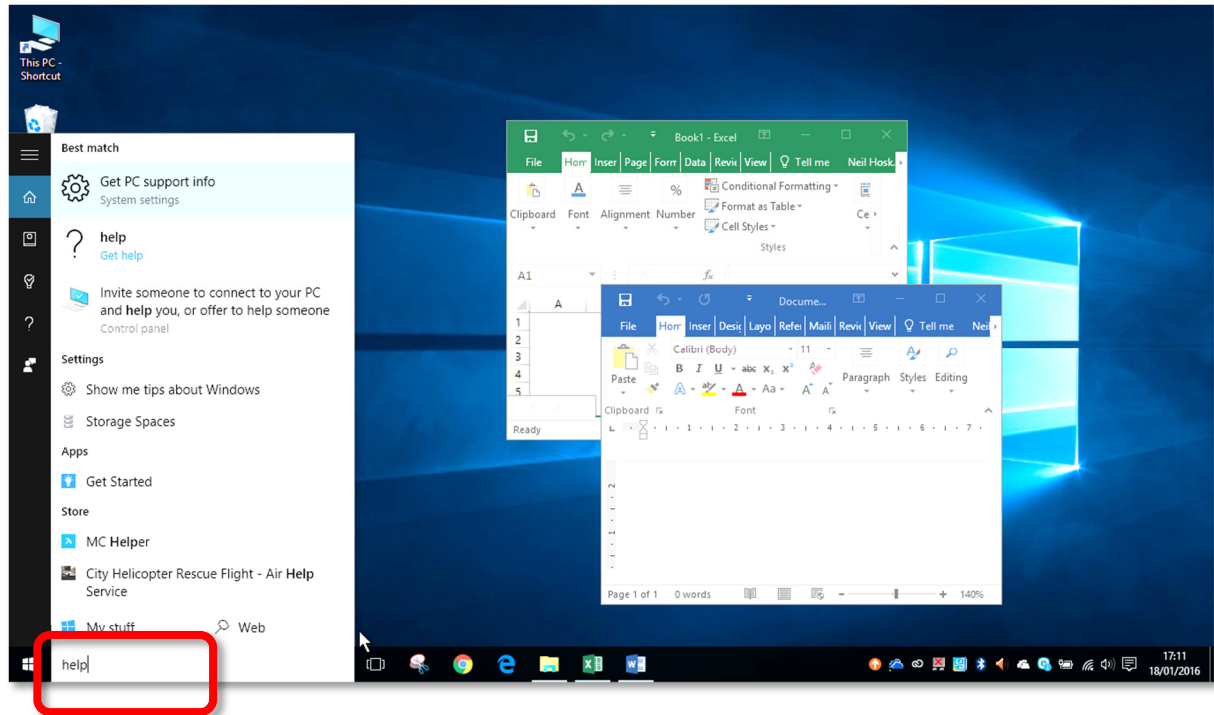


Figure 2-11: Accessing Help and Support using Cortana

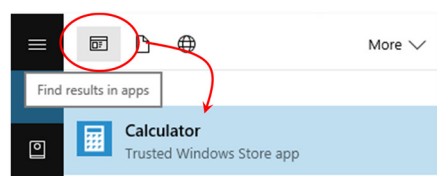
Step-by-step

To access help and support:

1. Click in the **Cortana** text-entry box;
2. Type your entry directly into the text-entry box (you **don't** need to press the ENTER key)
3. **Cortana** shows a list of things that 'she' can help you with

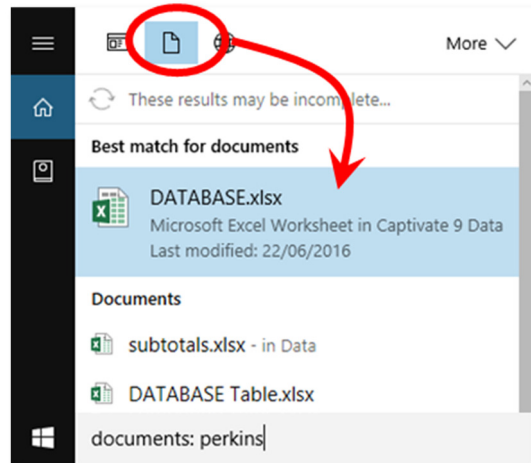
Note:

- If you are looking to find an app that you have on your PC (but can't find it easily), type the name of the app in Cortana (eg **Calculator**) and then click the **Find results in apps** icon;



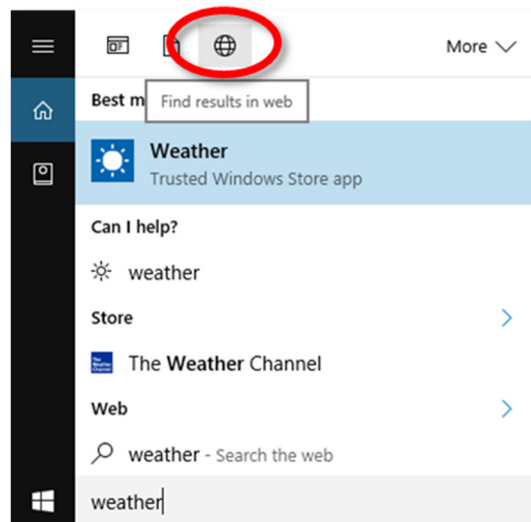
Cortana will then display a list of related installed apps that are installed on your PC

- If you are looking to find a particular document on your PC (it could be a Word or Excel document); type either the filename or any text that is contained within the document and then click the **Find results in documents** icon;



Cortana will display a list of documents containing the search filename or text, with the best match shown at the top of the list.

- The 3rd icon at the top of the Cortana search lets you search results from the web;



Another method to get help online:

1. Click on an empty section of Desktop
2. Press **F1**
3. The Microsoft **Bing** web page opens with a search text box at the top
4. Enter your search text directly into the search box at the top of the page and press **ENTER**

To get help on a specific problem:

1. Type your question in the Cortana text entry box, for example, “how do I add a printer?”
2. Cortana’s results may include Microsoft help, web searches, or links to where you can change your computer’s settings

Note: In apps and Desktop applications, you can also press **F1** to access Help or choose the **Question Mark** in dialog boxes.

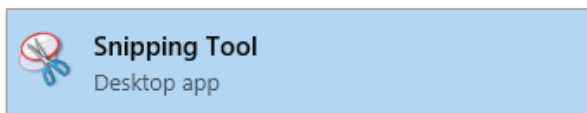
Exercise:

In the following exercise, you will get help on a topic.

1.	In Cortana’s text entry box, type, “how do I add a printer?”	<i>Cortana returns a list of possible solutions</i>
2.	Click on the ‘Best match’ solution, labelled with a question mark and “Help from Microsoft”	<i>You are given instructions on how to add a printer</i>
3.	Click back in Cortana’s text entry box and type. “What is the weather tomorrow?” (This assumes that your computer has been set up to be location aware)	<i>Cortana will automatically display a summary of tomorrow’s weather in your region</i>
4.	Click back in the search box and type “Calculator”	<i>Cortana shows the Calculator app under ‘Best Match’</i>
5.	Click on Calculator under ‘Best Match’ to load the calculator app	<i>The Calculator app loads in a separate window</i>
6.	Try it out and then close the Calculator app	

Assignment

1. Open File Explorer
2. Use the **Close** button to close the window
3. Open **File Explorer** and move it to a different place on the Desktop
4. **Maximize** File Explorer window
5. **Restore** File Explorer window
6. **Move** File Explorer window to the centre of the Desktop
7. **Resize** File Explorer window
8. Open the **Recycle Bin** from the desktop
9. Make File Explorer window the **active** window
10. Snap the two windows to each side of the Desktop
11. Close **File Explorer** window
12. Use the **Cortana** to search for the **Snipping Tool**
(The Snipping Tool is a tool that can be used to 'capture' parts of the screen, which can then be copied into documents – great for training manuals like this)
13. Click your right mouse button on the Snipping Tool Desktop app...



...and select **Pin to Start**

14. In the **Start menu**, find the Snipping Tool and **move** it to another part of the Start menu
15. **Unpin** the Snipping Tool from the Start menu.
16. **Close** all dialog boxes which are open on the Desktop
17. **Logout** of Windows 10

Module 3: Managing Files

Objectives:

- Using File Explorer (Page 39)
- Working with Folders and Files (Page 45)
- Moving, Copying and Renaming Files/Folders (Page 48)
- Finding your Files/Folders (Page 54)
- Using the Recycle Bin (Page 55)
- Sharing Information between programs (Page 58)

Using File Explorer

File Explorer (previously called Windows Explorer) helps you browse locations on your PC and network and work with files and folders.

Starting File Explorer

Although there are several ways to start File Explorer, the most direct way is by clicking the File Explorer shortcut icon on the Desktop taskbar (shown in **Figure 3-1**).

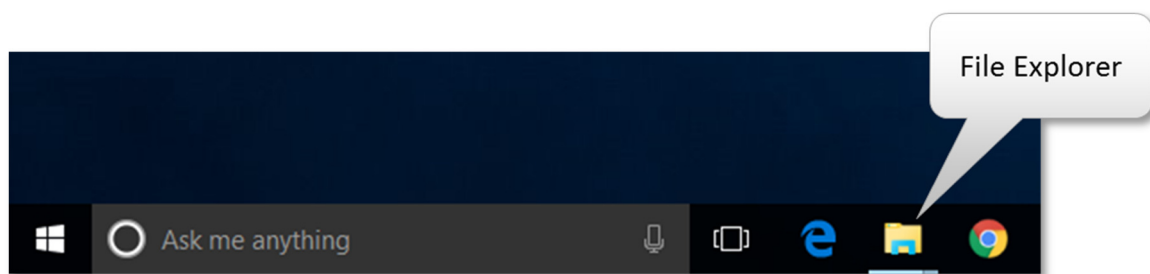


Figure 3-5: File Explorer icon on Taskbar

Step-by-step:

To open File Explorer:

- Click **File Explorer** icon on taskbar located bottom left hand corner;



The File Explorer window now opens.

Note: - an underscore shown on any of the icons on the taskbar indicates that that particular application is running

Exercise:

In the following exercise, you will start File Explorer.

1.	Close any windows that you have open and show the Desktop.	<i>The Desktop is visible.</i>
2.	Click File Explorer icon on Taskbar .	<i>File Explorer opens and displays information about your computer.</i>

Identify the different parts of the File Explorer window

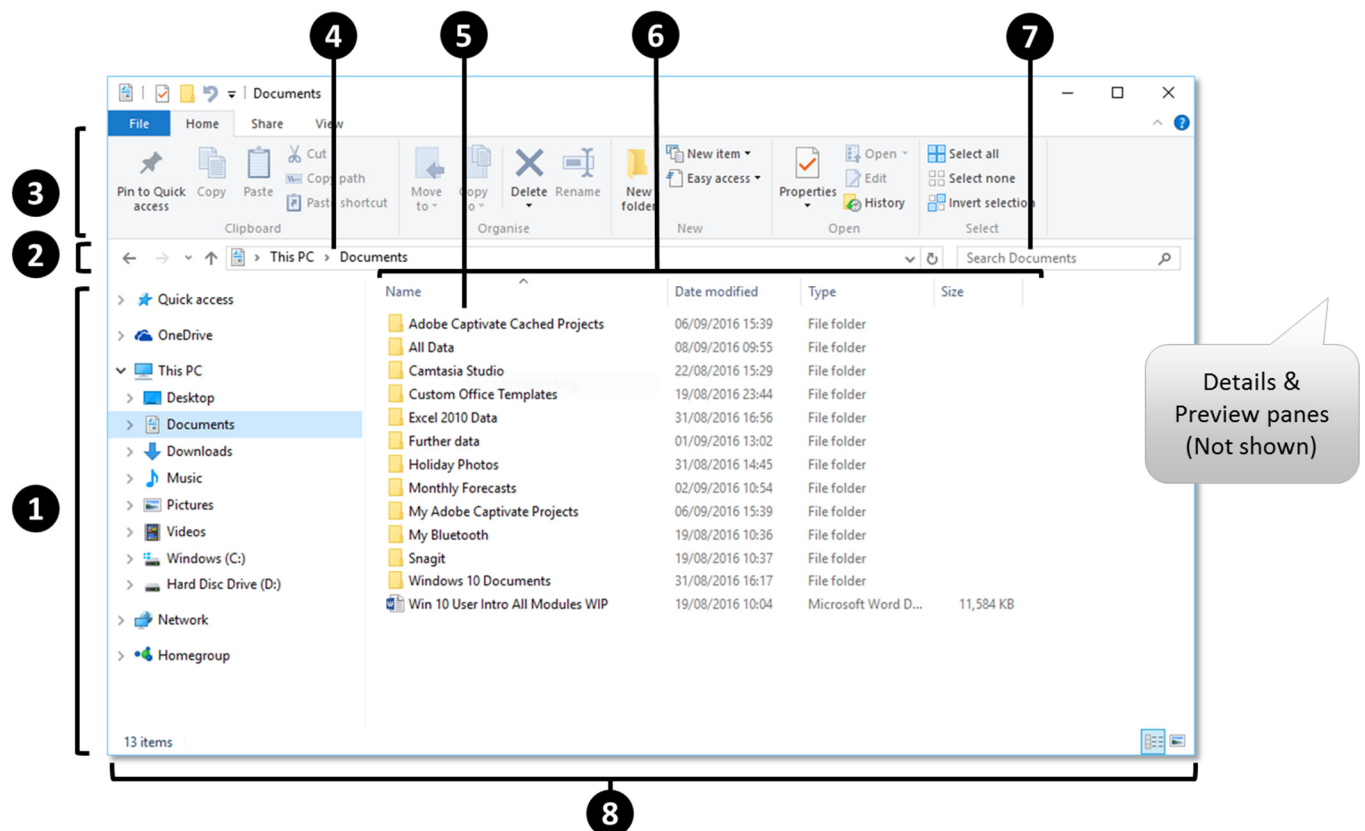


Figure 3-2: The main elements of File Explorer Window

	Window part:	What it's useful for:
1	Navigation pane	Use the navigation pane to access all kinds of locations: folders you have pinned to your 'Quick access' list, the drives on your PC and other PCs on your network. Tap or click on a location to view its contents in the file list, or tap or click an arrow to expand a location in the navigation pane. To browse

	Window part:	What it's useful for:
		your PC's drives and the folders in them, expand This PC (as shown).
2	Back, Forward, and Up buttons	Use the ← Back button to go back to the last location or search results you were viewing and the → Forward button to return to the next location or search results. Use the ↑ Up button to open the location where the folder you are viewing is saved (sometimes called the parent folder).
3	Ribbon	Use the ribbon for common tasks, such as copying and moving, creating new folders, emailing and zipping items, and changing the view. The tabs change to show extra tasks that apply to the selected item. For example, if you select This PC in the navigation pane, the ribbon shows different tabs than it would if you select a picture in your Pictures folder. If you do not see the ribbon, tap or click Expand the Ribbon button in the upper right (like a ^) or press CTRL+F1 .
4	Address bar	Use the address bar to enter the full path to a file or folder. Tap or choose a part of the path to go to that level, or tap or click at the end of the path to select the path for copying.
5	File and folder list	This is where the contents of the current folder or drive are displayed. It is also where your search results appear when you enter a search term in the search box.
6	Column headings	In Details view, you can use the column headings to change how the files in the file list are organized. For example, you can tap or choose 'Date modified' heading to sort by date (with the files you worked on most recently at the top). If you tap or click the column heading again, the files are sorted with the oldest ones at the top. Press & hold (tablet mode), or right-click (Desktop mode) a column heading to select other columns to add.
7	Search box	Enter a word or phrase in the search box to look for an item in the current folder. The search begins as soon as you begin typing—so if you enter "B" for example, all the files with names starting with the letter B will appear in the file list. Note: indexed file locations will be searched much quicker than those that aren't; search Cortana for 'Indexing options' to learn more about indexing.

	Window part:	What it's useful for:
8	Status bar	Use the status bar to quickly see the total number of items in a location, or the number of selected items and their total size. At the far right of the Status bar there are two small buttons that enable you to quickly switch between a 'Details' view and a 'Thumbnails' view.
	Details pane	Use the details pane to see the detailed properties associated with the selected file. If you don't see the details pane, tap or choose the View tab, and then tap or click on Details pane . File properties provide detailed information about a file, such as the author, the date you last changed the file, and any descriptive tags you might have added to the file.
	Preview pane	Use the preview pane to see the contents of a file, such as an Office document, without opening it in an app. If you don't see the preview pane, tap or choose the View tab, and then tap or click on Preview pane . (Note: using the preview pane may cause errors when you want to delete a file, because the file will be 'in use'. If you get a 'file in use' error when trying to delete a file, try closing the preview pane.)

When Windows 10 is first set up, it creates default folders for you for Documents, Downloads, Music, Pictures, and Videos. Unless your network administrator tells you otherwise, it is best to keep your content in the appropriate folder.

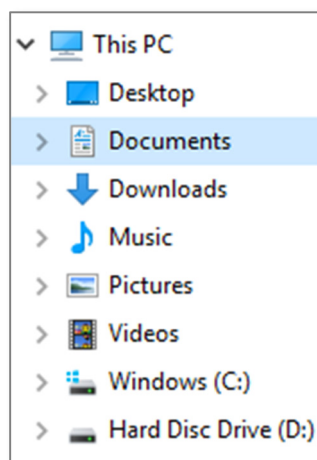


Figure 3-3: The default folders created by Windows 10

Using the File Explorer ribbon

In File Explorer, a ribbon is displayed that allows you to quickly perform tasks, such as changing the window view, organize files and folder, or copy information to a CD or DVD.

This ribbon will differ depending on what you are viewing in File Explorer, for example, if you are viewing the contents of 'This PC' and you choose the Computer tab, you will see different commands available as shown in **Figure 3-5** below.

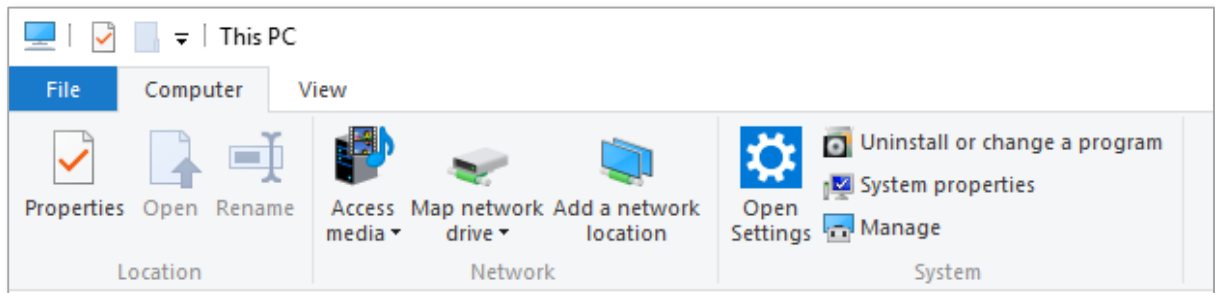


Figure 3-5: The File Explorer ribbon showing commands for Computer tab

Step-by-step:

Collapsing and expanding ribbon:

1. Open File Explorer.
2. Choose **Documents** folder.
3. The ribbon is displayed. If you want to collapse the ribbon, choose ^ icon (near help icon in the top right) to collapse the ribbon.
4. If the ribbon is collapsed, click the same icon again (which has now turned upside down) to expand the ribbon.

Changing window view options

When you open a folder, you can change how the files appear in the window. For example, you might prefer larger (or smaller) icons or a view that lets you see different kinds of information about each file. To make these kinds of changes, use the **View** tab as shown in **Figure 3-6** below.

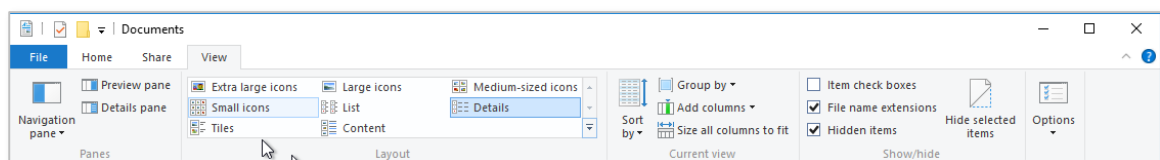


Figure 3-6: View tab

Step-by-step:

To change view options:

1. Select the **View** tab
2. Choose the desired view in the **Layout** group

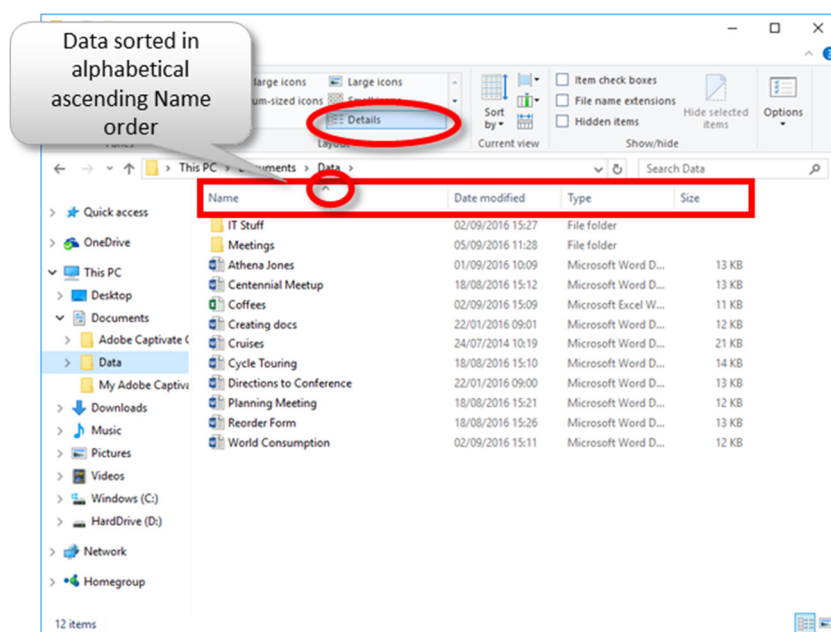
Exercise:

In the following exercise, you will change the View options for the Data folder.

1.	Select the Documents folder and choose Data	<i>The contents of your Data folder are displayed</i>
2.	From View tab, choose Large Icons	<i>The Data folder view changes to Large Icons</i>
3.	From View tab, choose List	<i>The view changes to List the folders and files</i>
4.	From View tab, choose Details	<i>The view changes to Details which shows date, type size etc</i>

Note:

When you switch to **Details** view, File Explorer will show the data in columns in the 'File and Folder' list. The example below shows the contents of the 'Data' folder in Details view. Notice the headings showing for each file; 'Name', 'Date Modified', 'Type' and 'Size';



By default, the data will be sorted in alphabetical ascending 'Name' order, but if you wish to sort by another column, eg 'Date modified'; simply click on that heading. If you click on a column heading twice it will sort in descending order rather than ascending order. You may get different column headings if you select a folder that contains pictures, music or video.

Working with Folders

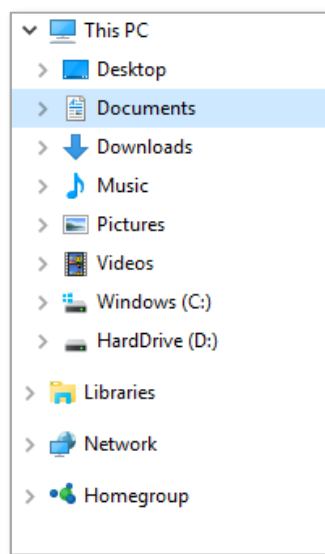
Creating a new folder

You can create folders to help organize your files. You can even create folders within folders (sometimes called subfolders).

Step-by-step:

To create a new folder:

1. Click on the folder where you wish to create your subfolder e.g. 'Documents' under 'This PC'.



2. Select **Home** tab
3. Select **New Folder** in the **New** group
4. The new folder appears, type the folder name
5. Press **ENTER**
6. Your new folder is created

Note: Shortcut key to create a new folder is **Ctrl Shift N**

Exercise:

In the following exercise, you will create a new subfolder within the Documents folder.

1.	In File Explorer , click on the Documents folder in the navigation pane. Double-click on Data folder in the main pane.	<i>You are now in the Data folder ready to create your new folder.</i>
2.	Select the Home tab.	<i>The Home ribbon appears.</i>
3.	Click New Folder .	<i>A new folder named New Folder appears in the window.</i>
4.	Type Monthly Reports .	<i>The name New Folder is replaced with Monthly Reports.</i>
5.	Press ENTER .	<i>The new folder is named and it is a subfolder of Data.</i>

Renaming a folder

There are times when you might need to give an existing folder a more appropriate name. You can easily rename a folder.

Step-by-step:

To rename a folder:

1. Click on the folder you wish to rename.
2. Select **Home** tab.
3. Click **Rename**.
4. Type the new name.
5. Press **ENTER**.
6. Your folder is renamed.

Note: You can also right click on a folder and choose **Rename** or click on the folder and press the **F2** function on your keyboard.

Exercise:

In the following exercise, you will rename the 'Reports' folder to 'Reports 2016'.

1.	Click on the Monthly Reports folder	<i>The folder is now selected.</i>
2.	Select the Home tab	<i>The Home ribbon appears.</i>
3.	Click Rename	
4.	Type Reports 2016	<i>The new name replaces the old folder name.</i>
5.	Press ENTER	<i>The folder is now renamed.</i>

Deleting a folder and its contents

Sometimes you may want to delete a folder and all of its contents as you may not require the information anymore.

Step-by-step:

To delete a folder and its contents:

1. Click on the folder you wish to delete.
2. Select the **Home** tab.
3. Click on the drop-down arrow just under the **Delete** button.
4. Choose **Recycle**, if you want to place the file in the **Recycle bin** where you can recover it **OR** choose **Permanently delete**, if you want to permanently delete the folder (you will not be able to recover the information).
5. Your information is now placed in the Recycle bin or permanently deleted.

Note: You can also use the keyboard shortcut **Shift Delete** to permanently delete a file.

Exercise:

In the following exercise, you will create and delete a folder.

1.	In File Explorer , make sure the Data folder is selected.	
2.	Create a new folder and name it Budgets 2016 .	<i>A new folder appears in the Contents window.</i>
3.	Press ENTER .	<i>The folder is created and named.</i>
4.	Select Budgets 2016 folder.	<i>The folder is now selected.</i>
5.	Choose Home tab and click Delete drop-down. Choose Recycle .	<i>The folder is deleted and placed in the Recycle bin.</i>

Moving, Copying and Renaming Files

You can rename, copy, move and delete files using File Explorer quickly and easily using commands in File Explorer. However, before looking at these commands, it is worth looking at how you can select multiple files.

Selecting more than one file to move or copy using Item Check Boxes

One useful feature in Windows 10 is the ability to select more than one file to move or copy using **Item Check boxes**. This feature is located on the **View** tab, in the **Show/Hide** group.

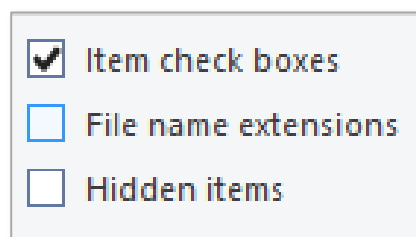


Figure 3-8: Item check box feature on View tab

Step-by-step:

To turn on/off Item check boxes:

- Choose **View** tab, in Show/Hide group, select (tick) **Item check boxes**.

Selecting several files using Item check boxes:

1. Open the folder and display the files.
2. Click to the left of the file you wish to select.
3. A tick appears in the box to show you that you have selected it.
4. Continue selecting files that you wish to move or copy.
5. Once you have selected the files, you can then choose delete, move or copy as required.

Tip: To quickly deselect all files, click **Home** tab, and then click **Select none**.

Selecting several files using the **Shift** and **Ctrl** keys:

1. Open the folder and display the files.
2. Click on a file you wish to select.
3. Hold down the **Ctrl** key and continue selecting files that you wish to select.
(To select a block of adjacent files in a list, click on the first file at the top of the block and then hold down the **Shift** key and select the file at the bottom of the block.)
4. Once you have selected the files, you can then choose to delete, move or copy as required.

Tip: To quickly deselect all files, click **Home** tab, and then click **Select none**.

Exercise:

In the following exercise, select files using Item check boxes:

1.	Ensure Data folder contents is displayed.	<i>The Data folder is expanded and the folders it contains are displayed below it.</i>
2.	Check that you are in the correct view with files sorted alphabetically by name. (Click the View tab and select Details in the Layout group)	<i>All the files' details show and they will be in alphabetical name order</i>
3.	Click View tab, in Show/Hide group, select Item check boxes .	<i>An extra column appears to the left of the Name column</i>
4.	In the File list, position the mouse pointer to the left of the file Holiday Resorts and click.	<i>Holiday Resorts now has a tick against the file name.</i>
5.	Now also select the files, Cycle Touring and Centennial Meetup .	<i>These files should now have a tick to the left of the file name.</i>

6.	Now deselect the files; click the Home tab and then click Select none in the Select group	<i>None of the files are selected and the tick marks have gone.</i>
7.	Now select an adjacent group of files; click on the Athena Jones file at the top of the list, hold down the Shift key and select the Directions to Conference file	<i>A block of 6 files will be selected (note the number count on the status bar at the bottom of the File Explorer window)</i>
8.	Now deselect the files; click the Home tab and then click Select none in the Select group OR simply click on an empty space alongside the files	<i>None of the files are selected and the tick marks have gone.</i>
9.	Now select all the files; click the Home tab on the ribbon and then choose Select all in the Select group OR simply press the Ctrl A shortcut on your keyboard	<i>All the files are selected</i>
10.	Now deselect the files; click the Home tab and then click Select none in the Select group OR simply click on an empty space alongside the files	<i>None of the files are selected and the tick marks have gone.</i>
11.	Close File Explorer	<i>File Explorer is now closed</i>

Copying and Moving Files

When you move a file, you are removing it from its original location and placing it in a new location. When you copy a file, you leave the file in its original location and make a duplicate in a new location.

There are different methods you can use to copy and move your files, but the original 'Copy and Paste' to copy and 'Cut and Paste' to move are generally the most useful methods.

It is also worth noting that you can move/copy to Microsoft's cloud storage service **OneDrive** (formally known as SkyDrive). A Windows 10 account comes with 5GB of free cloud storage. The OneDrive folder appears in File Explorer just like any other folder, but it synchronizes with the cloud, which means that you have access to the same files if you log in to another Windows 10 device, such as a tablet or phone, using the same account. Cloud storage services are also available from Dropbox, Adobe Creative Cloud, and Google, and these add icons to File Explorer in the same way.

Step-by-step:

Moving files:

1. Select the folder(s) that you wish to move,
or select the individual file(s) that you wish to move.
2. Select the **Home** tab on the ribbon.
3. Click the **Cut** button in the **Clipboard** group.
4. Select the location where you wish to move the folder/file(s) to.
5. Click the **Paste** button in the **Clipboard** group.
The folder(s)/file(s) are moved to the new location.

Copying files:

1. Select the folder(s) that you wish to copy,
or select the individual file(s) that you wish to copy.
2. Select **Home** tab on the ribbon.
3. Click the **Copy** button in the **Clipboard** group.
Select the location where you wish to copy the folder/file(s) to.
The folder(s)/file(s) are copied to the new location.

Exercise:

In the following exercise, you will move and copy files between folders.

1.	Ensure File Explorer is open and the Data folder is selected.	
2.	Open the Data folder.	<i>The data folder is now open.</i>
3.	Select the Planning Meeting Word file.	<i>The file is selected.</i>
4.	Click Home tab, select Cut button in the Clipboard group.	<i>Depending on your current view, the file icons will 'fade'</i>
5.	Select the destination folder; click on the Reports 2016 folder under the Data folder	<i>The Reports 2016 folder is now selected.</i>
6.	Click Paste on the Home tab of the ribbon.	<i>The file is now moved to Reports 2016.</i>
7.	Return to and open the Data folder to confirm that the Planning Meeting file is no longer there	
	We are now going to create a new folder called Meetings 2016 and place a copy of the file Planning Meeting in this folder.	

8.	Select the Data folder and create a new folder called Meetings 2016 .	<i>A new folder is created as a sub folder of Data.</i>
9.	In the Reports 2016 folder, select the file Planning Meeting .	<i>The Planning Meeting file is now selected.</i>
10.	Select Home tab. Click Copy in the Clipboard group.	
11.	Now return to your Data folder and open the Meetings 2016 folder	
12.	Now click Paste to place a copy of the Planning Meeting file in that folder too	<i>A copy the Planning Meeting file is now placed in this folder</i>
13.	Check both the Reports 2016 and Meetings 2016 folders to check that there is a copy of the Planning Meeting file in each	<i>Notice the file Planning Meeting is still in the Reports 2016 folder</i>
14.	Close File Explorer and any other open windows on the Desktop	

Renaming files

Sometimes, you may need to rename a file (the process is exactly the same as renaming a folder). For example, you may want to give it a more descriptive file name.

Step-by-step:

To rename a file:

1. Click on the file you wish to rename.
2. Click the **Home** tab.
3. Select **Rename**.
4. Type the new name.
5. Press **ENTER**.
6. Your file is renamed.

Note: You can also right click on the file and choose **Rename** or press the **F2** function key on your keyboard.

Exercise:

In the following exercise, you will rename a file.

1.	In the Data folder, select the file Athena Jones .	<i>The file is highlighted.</i>
2.	Choose Home tab, choose rename . Type John Hunter Letter .	
3.	Press ENTER .	<i>The file is renamed.</i>

Using 'Undo'

A useful feature in any program is 'Undo'. You can use Undo to reverse your most recent file management actions, such as copying, moving, deleting and renaming files. Undo actions are available in File Explorer for multiple levels.

The Undo command is located on the Quick Access Toolbar (refer to **Figure 3-9**). If it does not appear on the QAT then it will need to be added.

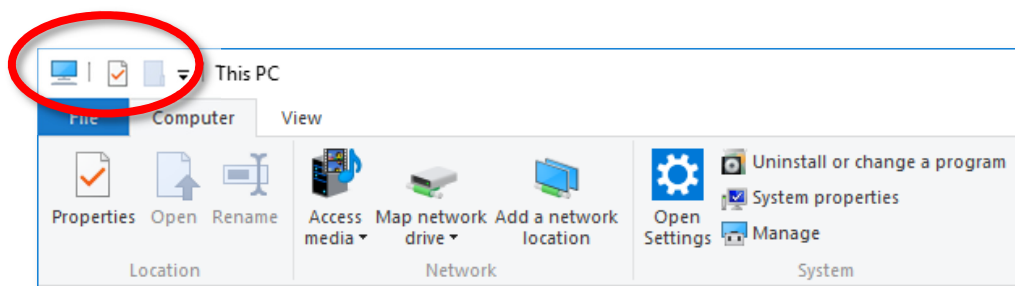
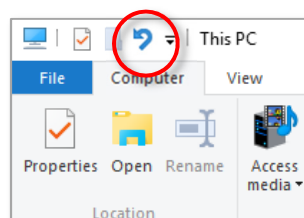


Figure 3-9: Quick Access Toolbar (without Undo)

Step-by-step:

Displaying Undo button on Quick Access Toolbar;

1. If the **Undo** button is not displayed on the Quick Access Toolbar, choose down arrow at end of QAT and select **Undo**.
2. The **Undo** button will now be on the toolbar;



Using the Undo command:

- Click the **Undo** button on Quick Access Toolbar or press **CTRL Z**.

Exercise:

In the following exercise, you will undo renaming a file.

1.	In the Data folder, select the file Reorder Form . Rename the file Promotional Orders and press ENTER .	<i>The Reorder Form file is now renamed Promotional Orders.</i>
2.	Choose Undo button on Quick Access Toolbar .	<i>The file is now returned to its original name of Reorder Form.</i>

Finding your Files/Folders

Finding Files/Folders using File Explorer

It is very easy to forget where you saved a file. In Windows 10, you can search through your drives and folders for these “misplaced” files.

You can use the “Search Documents” facility in **File Explorer**, which is located in the top right hand corner of the window as shown below in **Figure 3-10**. **Note:** indexed file locations will be searched much quicker than those that aren’t; search Cortana for ‘Indexing options’ to learn more about indexing.

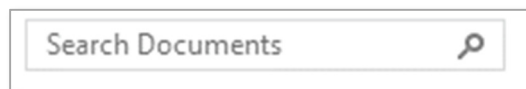


Figure 3-10: Search Facility in File Explorer

Step-by-step:

Searching for a file in File Explorer;

1. Select the folder at the top-level that you wish to search
For example you may have a folder called **Documents** with two sub-folders underneath called **\Training** and **\Personal**. If you click on the Documents folder (top-level) you can at the same time, search the two sub-folders
2. In the **Search Documents** box, type the name of the file you are trying to find or any a word or text string of any text that may be in the document
3. All the files that contain that text in the name *or in the file contents* are displayed.
4. Just double-click on the file to open it or click the **x Close search** button in the search box to cancel the search and return to your previous view.

Note:

When you have run a search, as well as being able to open a document by double-clicking on it, you can also click your right mouse button on the document and select **Open file location** from the shortcut menu. This will open the folder that contains the document.

Exercise:

In the following exercise, you will search for a file using File Explorer.

1.	Select the Documents folder	<i>The Documents folder displays the subfolders</i>
2.	In File Explorer in the Search box, type the name of the file you are searching for. Type Spain	<i>All the files and folders that contain the word picnic are displayed</i>
3.	Click the X button in the search box to clear the search	

Using the Recycle Bin

The Recycle Bin icon sits on your Desktop. Any files or programs you delete from your local Windows 10 device are not immediately deleted but are moved to the Recycle Bin (unless you have chosen 'delete permanently' when in File Explorer).

Please note: This only applies to files deleted from your C drive or any other hard fixed drives in your PC. Files and/or folders deleted using your Desktop that exist on network drives will NOT go into the Recycle Bin. They will be deleted directly and cannot be recovered except through your system back up procedure (if you have one).

Your Recycle Bin has a maximum capacity and when this is reached, older items in it will be permanently deleted to make space. This maximum capacity can be set by right-clicking on the Recycle Bin and selecting **Properties**. You can also empty the Recycle Bin by right-clicking and selecting 'Empty Recycle Bin'.

Deleting files to the Recycle Bin

When you delete an item it is automatically moved into the Recycle Bin.

Step-by-step:

To delete files;

1. In **File Explorer**, select the file or files you wish to delete.
2. Select **Home** tab. Select **Delete** drop-down and then **Recycle** – the file(s) is placed in the **Recycle** bin OR you can press the **DELETE** key.
3. Click **Yes**, to confirm that you want to send the file(s) to the Recycle Bin.

Note: Normally you will be prompted (step 3 above) to confirm that you want to delete the file(s). However, you can turn off this confirmation message - choose the **Home** tab, select **Delete** drop-down and turn off **Show recycle confirmation**. Once you turn this confirmation off, you will not be asked to confirm deletion. The file(s) will automatically be deleted either permanently or sent to the Recycle Bin.

Exercise:

In the following exercise, you will delete files. (Turn on **show recycle confirmation** before doing this exercise).

1.	In File Explorer , be sure the Data folder is selected	
2.	Delete the file Holiday Resorts using the Home tab. Select Delete and choose Recycle . Confirm Yes to place the file in the recycle bin	<i>The file is deleted and placed in the Recycle Bin.</i>
3.	Select the file Cycle Touring .	
4.	Press DELETE on the keyboard and confirm Yes to delete the file. (Turn off Show recycle confirmation again if you wish.)	<i>The file is deleted and placed in the Recycle Bin.</i>

Recovering a file from the Recycle Bin

If you change your mind about deleting an item, you can recover it by restoring it from the Recycle Bin back to its original location.

Like other windows, the Recycle Bin can be seen in different views. The Details view allows you to see the original location of the file, as well as the date deleted, type, and size.

Step-by-step:

To restore a file from the Recycle Bin;

1. Double-click the **Recycle Bin** icon on the Desktop.
2. Select the deleted item to restore.
3. Select **Manage** tab, select **Restore the selected items**.

The item(s) will be restored to its original location.

Exercise:

In the following exercise, you will recover deleted objects.

1.	On the Desktop, double-click Recycle Bin icon.	<i>The Recycle Bin opens.</i>
	(If there are many items, you may find it easier to select Details view then arrange the order by ' Date Deleted ' by clicking at the top of the column.)	
2.	Select the file Cycle Touring to be restored.	<i>The file is selected and turns blue.</i>
3.	Choose Manage tab, select Restore the selected items or right click and choose Restore .	<i>The file is recovered and placed in its original location.</i>

Emptying the Recycle Bin

You may wish to empty the Recycle Bin, for example if you have just finished a session on a public computer. If you are not sure whether you want to permanently delete all the items in the Recycle Bin, you can delete selectively.

To select multiple files, press and hold the **CTRL** key while you select the desired files.

Step-by-step:

To empty the Recycle Bin of all of its contents;

1. From the **Desktop**, click your right mouse button on the **Recycle Bin**.
2. Select **Empty Recycle Bin**
3. Confirm **Yes** to permanently delete all the items.

To empty the Recycle Bin of selected items:

1. Open the **Recycle bin**.
2. Select the item(s) to be deleted.
3. Right click and choose **Delete** OR press **DELETE Key**.
4. Confirm **Yes** to permanently delete the item(s).

Exercise:

In the following exercise, you will empty the Recycle Bin.

1.	In the Recycle Bin window, select Holiday Resorts .	
2.	Press DELETE on the keyboard.	<i>The Confirm File Delete dialog box appears.</i>
3.	Choose Yes .	<i>The file is deleted.</i>
4.	If there are any more unwanted items in the Recycle Bin , choose Empty Recycle Bin (to the left of the Manage group on the Manage tab).	<i>The Delete Multiple Items dialog box appears.</i>
5.	Choose Yes	<i>The Recycle Bin is empty.</i>
6.	Close all open windows.	

Sharing Information between programs

When you have more than one program open in Windows 10, you can easily **copy** information from one program into another. Information to be shared between Windows 10 programs can be copied from the first program and then stored in a temporary area of Windows known as the **Clipboard**. You can then **paste** the contents of the Clipboard into a new location. This is particularly useful when you want, for example, to place some figures from an Excel worksheet into a report that you have created in Word.

Step-by-step:

To copy information between programs:

1. Start the programs you wish to share information between.
2. Select the text or object you wish to copy.
3. Select the program's **Copy** command or using the keyboard, type **CTRL+C**.
4. Switch to the program you wish to paste to.
5. Position the cursor (insertion point) in the appropriate position.
6. Select the program's **Paste** command or using the keyboard, type **CTRL+V**

Note: **Cut (CTRL-X)** and Paste is similar to 'Copy' and Paste, but a copy is **not** retained in the source location.

Exercise:

In the following exercise, you will copy the information from Excel and place it in a Word document.

1.	Open the Excel file called Coffees from the Data folder.	<i>The Excel spreadsheet Coffees appears on the screen</i>
2.	Switch back to the Data folder and open the Word document called World Consumption	<i>The Word document World Consumption appears on the screen.</i>
3.	Click underneath the text in the Word document (or press Ctrl End to move the insertion point)	<i>The insertion point is moved to the end of the Word document</i>
4.	Switch back to the Excel document and select the range A1:I5 – this is the range we are going to copy.	<i>The range turns grey to show that it is selected.</i>
5.	On Home tab, select Copy in the Clipboard group (or press Ctrl C)	<i>A copy of the selected range is placed on the Clipboard and a dotted marquee appears around the data</i>
6.	Switch back to your Word document, making sure that the insertion point is still at the end of the text and on the Home tab, click Paste in the Clipboard group (or press Ctrl V)	<i>The information is now pasted into the Word document.</i>
7.	Close and exit Word without saving any changes.	<i>Word closes.</i>
8.	Close and exit Excel .	<i>Excel closes.</i>

Assignment

1. Open File Explorer.
2. Select the **Documents** folder and then open the **Data** folder.
3. Change the **Data** folder view to **Large icons**.
4. Change the **Data** folder view back to **Details**.
5. Use **View** tab to **Sort** the files in the **Data** folder by **Date created**.
6. Use **View** tab to **Sort** the files in the **Data** folder by **Name**.
7. In the **Data** folder, create a new folder named **Meetings**.
8. **Copy** the file **Coffees** into the **Meetings** folder.
9. Rename the file **Reorder Form** (it may also be called **Promotional Orders**) to **Orders**.
10. **Move** the file **Centennial Meetup** into the **Memos** folder.
11. **Undo** the move you just performed.
12. Use **Search (File Explorer)** to find the Microsoft Word Document containing the text **"Spain"**
Close the search.
13. View the contents of the file **Holiday Resorts** by double-clicking it.
14. **Close** the Word window.
15. Open the file **Coffees** (you could Search for it). Using copy and paste, copy the **first four columns (A1:D5)** and place them at the end of the Word document called **Orders**. **Save** the file and **close Word**. **Close Excel**.
16. Delete the files **Holiday Resorts** and **Orders**.
17. Recover these files from **Recycle Bin** and restore them to their original locations.
18. Empty the Recycle Bin.
19. **Close** any open windows on the Desktop.

Module 4: Customising Windows 10

Objectives:

- Customising Windows 10 (Page 61)
- Working with Shortcuts (Page 70)
- Customising the Lock screen (Page 72)
- Customising the Start screen (Page 74)
- Working with the Taskbar (Page 79)

Customising Windows 10

Windows 10 has many features that you can customise to make it suit your personal requirements more closely. For example, you can change the appearance of your Desktop and Start menu, customise your power settings and adjust your mouse settings to suit the way you work. The Start menu has now been reintroduced and a new 'Action Centre' pane and 'Settings' dialog have been introduced, incorporating the most commonly used functions of Control Panel plus a few new ones.

Settings

There are two ways to access the **Settings** dialog box, illustrated in **Figure 4-1** below

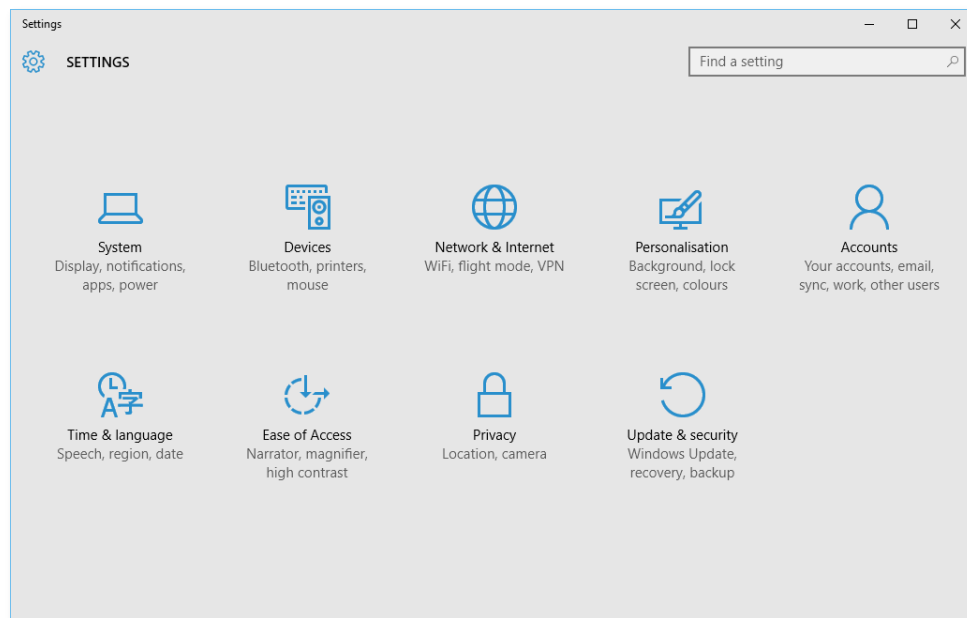


Figure 4-1: The Settings Dialog box

Step-by-step:

To access Settings using the **Start Menu**;

1. Click on the **Start** button.

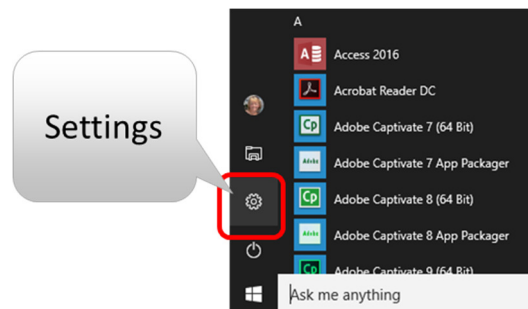



Figure 4-2: The Start Menu, 'Settings' option

2. Click on **Settings** in the **Start** menu.

The Settings dialog box appears as shown in **Figure 4-1**.

3. Click the item you want to change.
4. Make changes as required.
5. To go back a screen, click the **← Settings** arrow in the top-left corner of the dialog box.
6. To return to the Settings home screen click the  **Settings icon**, also in the top-left corner of the screen.
7. When you have finished, click the **Close** button and your settings will be automatically saved.

To access Settings using the **Action Centre**;

1. Click the **Action Centre** button on the right-hand side of the Task bar.

The Action Centre appears;

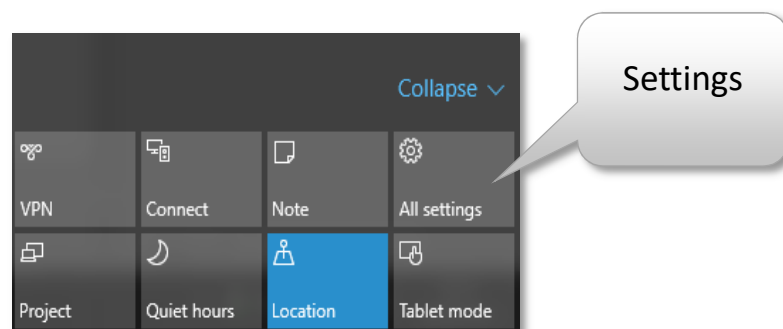


Figure 4-3: The Action Centre Pane

2. Click the **All Settings** button at the bottom of the Action Centre.

Settings Options

System	<p>Display - choose settings for multiple displays and change screen resolutions</p> <p>Notifications & actions – choose whether to enable/disable notifications for certain apps and organise 'Quick Actions' (in the Action Centre)</p> <p>Apps & features – uninstall or move an app</p> <p>Default apps - set default apps for photos, music, internet etc</p> <p>Power & sleep – organise power settings</p> <p>Storage - shows free disk space & set 'Save' locations</p> <p>System also covers Tablet Mode and Offline Maps</p>
Devices	<p>Printers & scanners – add and configure devices</p> <p>Mouse and touchpad – configure pointer devices</p> <p>Devices also covers Pen, USB, Typing and Proofing options</p>
Network & Internet	<p>WiFi connections</p> <p>Data usage over last 30 days</p> <p>Also covers VPN, Dial-up, Ethernet and Proxy setup</p>
Personalisation	<p>Background – set a Desktop background picture</p> <p>Colours – set a colour scheme (includes high contrast settings)</p> <p>Lock screen – settings and timings</p> <p>Themes – save your background, colours etc to a Theme (can also include mouse pointer and Desktop icon settings)</p> <p>Start – customise settings for Start menu</p>
Accounts	<p>Your email and accounts – add an account, account picture etc</p> <p>Sign-in options – password, PIN, Picture password</p> <p>Work access – add additional work or school accounts</p> <p>Family & other users – add other and family member users (includes child settings)</p> <p>Sync your settings – synchronise your settings with your other Windows 10 devices, such as tablet and phone</p>
Time & language	<p>Date & time – set time zone and formats</p> <p>Region & language – select country, region and language</p> <p>Speech – Choose a language and voice for text-to-speech (also includes an option to set up microphone for speech recognition)</p>
Ease of Access	<p>The following tools are for those that need assistive technology to help use a computer;</p> <p>Narrator – enable and customise settings for Narrator screen reader</p> <p>Magnify – settings for screen magnifier and tracking</p> <p>High Contrast – choose a Theme for high contrast</p> <p>Closed captions – format settings for closed captions</p> <p>Keyboard – assistive settings for keyboard (includes sticky keys)</p> <p>Mouse – settings for pointer size, pointer colour etc</p> <p>Other options – includes cursor thickness & disable Windows animations</p>

Privacy	<p>Privacy includes a range of settings that allow you to customise (enable or disable) the way your computer interacts with devices, applications, email and certain websites. These settings include;</p> <p>Location – disable/enable ‘location aware’ for all apps or certain apps (eg. Camera, Cortana)</p> <p>Camera – disable/enable built-in camera or webcam for all apps or certain apps (eg Skype, OneNote)</p> <p>Call history – Enable/disable call history for Messaging and Skype etc</p> <p>Background apps - choose which apps can run in background (turning some of these off can conserve power and resources)</p>
Update & security	<p>Windows Update – current status of Windows updates. In Windows 10, deferring updates is not an option</p> <p>Windows Defender – Windows 10 now runs Defender (an anti-virus program) by default (if you install another anti-virus program, the Defender settings will be disabled)</p> <p>Backup – enabling backup using File History to NAS (Network Attached Storage) is ideal, or back up to a shared drive on a network</p> <p>Recovery – options for resetting your PC in case of poor performance</p> <p>Activation – Windows activation (includes option to change product key)</p> <p>For developers – options to enable your device for development</p>

Selecting a background

Backgrounds can make your Desktop more interesting and add a ‘personal touch’. The *Background* setting adds colours and pictures to the Desktop. You can also create your own background using a graphics application or imported photos or scans.

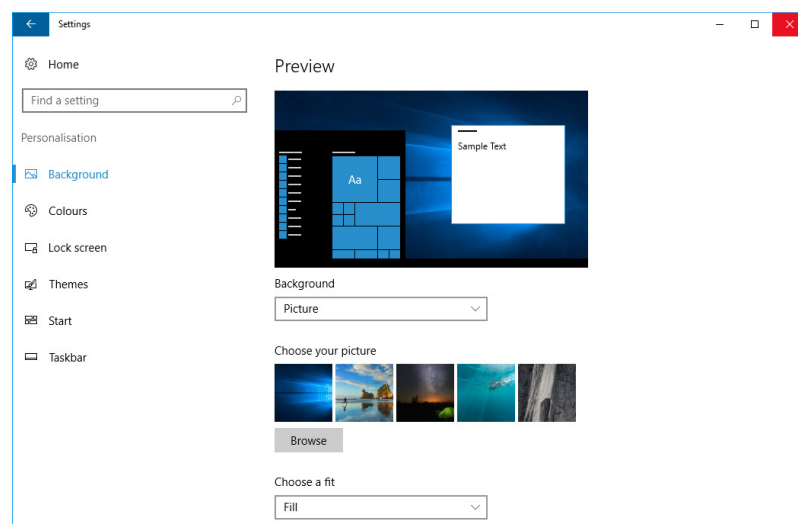


Figure 4-4: Changing the Desktop background & colours

Step-by-step:

To change the background from the **Settings** dialog;

1. Choose **Settings** or **All Settings** from either the Start menu or the Action Centre.

2. Click **Personalisation** in the Settings dialog box (see **Figure 4-4**).
3. In the **Background** drop-down list, you can select 'Picture', 'Solid Colour' or 'Slide Show'
If you select 'Picture', you are given a selection of pictures to choose from or you can 'Browse' to a picture on your device. You can also select how the picture sizes to fit the screen (eg. Fill, Stretch, Tile etc)
4. Click **Colours** from the menu on the *left* of the dialog.
Windows will automatically pick an accent colour from the Desktop background – you will notice this in the Start menu. However, if you wish a different colour can be selected from a colour palette.
Similarly, you can choose whether this colour shows in the Start Menu, Action Centre and Title bar; and a third option lets you determine whether the same locations show the colour as solid or semi-transparent.
5. **Close** dialog box to save your changes.

Changing background from the Desktop:

1. Right-click an empty area of the Desktop.
2. In the shortcut menu, click on **Personalise** to open the Personalisation dialog box in Settings.
3. Continue as before.

Exercise:

In the following exercise, you will select a background picture and disable the transparent option for colour:

1.	Right-click an empty area of the Desktop. (Tablet Mode: click the Action Centre button and then All Settings .)	<i>A shortcut menu appears. (In Tablet mode the Settings dialog appears.)</i>
2.	Select Personalise (Tablet Mode: Personalisation)	<i>The Personalisation dialog box appears.</i>
3.	Select Background on the left of the dialog.	<i>The Desktop Background page is displayed.</i>
4.	In the Background drop-down list check that Picture has been selected, and then select a different picture from the default picture.	<i>The selected picture will now appear on the Desktop and in the preview window.</i>
5.	Select Colours on the left of the dialog. Check that the first option Choose a different accent colour from the colour palette.	<i>Tiles in the Windows Start menu, will now show in your chosen colour.</i>
6.	Close the dialog box.	<i>Dialog box closes and new settings are saved.</i>

Power Settings

Power & Sleep in the Settings dialog lets you determine when your computer screen turns off and when your PC goes into sleep mode, thus conserving power (and battery charge).

Step-by-step:

1. Select **Settings** via the Start Menu or **All Settings** via the Action Centre.
2. Click **System** in the Settings dialog box.
3. Click on **Power & sleep**;

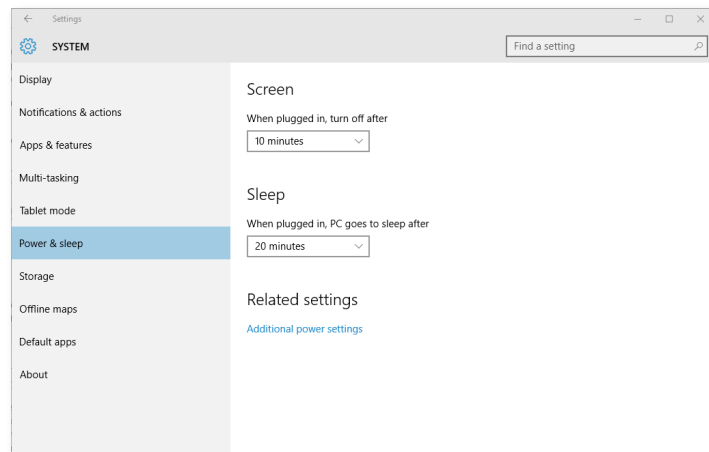


Figure 4-5: Power & sleep settings (PC Version)

4. Under 'Screen' use the drop-down menu to select the required number of minutes or hours before the screen turns off (this can also be set to 'Never').
5. Under 'Sleep' use the drop-down to select the required number of minutes or hours before the PC powers down and 'sleeps' (this too can be set to 'Never').

Note: on a laptop or tablet you will see additional settings for when the device is running on battery power.

6. **Close** the dialog box to save your settings.

Note: for additional power settings – see **Control Panel** below

Control Panel

The old Control Panel still exists, though it is generally used for more *advanced* settings and the Settings dialog box as described previously is now used for customising the most *commonly* used settings. For example, if you wish to disable/enable your password when waking the computer up from sleep mode or if you wish to change the power button settings on your PC you would need to use Control Panel. **Tip:** the new Settings dialog box is the same on Windows 10 tablets and Windows 10 phones, making it easier to remember where settings are on various devices.

Step-by-step:

Use *Control Panel* to adjust the function of the Power button on your computer;

1. Click the **Start** button
2. In the alphabetical Apps list, scroll down to and click on **Windows System** and then select **Control Panel**.

(If you are going to use Control Panel regularly, it might be a good idea to add it to the Start Menu – see Module 1).

Note – there is often a Control Panel link from the Settings dialog box when more advanced settings are available.

3. In the Control Panel dialog box, click on **Power Options**
4. Select '**Choose what the power buttons do**' from the menu on the left of the dialog box.
5. Make your selection and then click the **Save Changes** button at the bottom of the dialog box.
6. **Close** the dialog box.

Controlling the Mouse

Windows 10 allows you to adjust the way the mouse pointer displays, moves and selects items on the screen. These settings can be controlled from both the Settings dialog and from the Control Panel ('Mouse' settings). These are illustrated in both **Figures 4-6** and **4-7**.

The left mouse button is the default button you use to select items. If you are using the mouse with your left hand, you might prefer to use the right mouse button. As in previous versions of Windows, you can swap the left and right buttons over.

In the 'Settings' dialog box you can switch the primary button for your mouse from left to right (and vice-versa) and choose how many lines/rows to scroll at a time. In the Control Panel window, you adjust the double-click speed and change the shape and speed of the mouse pointer.

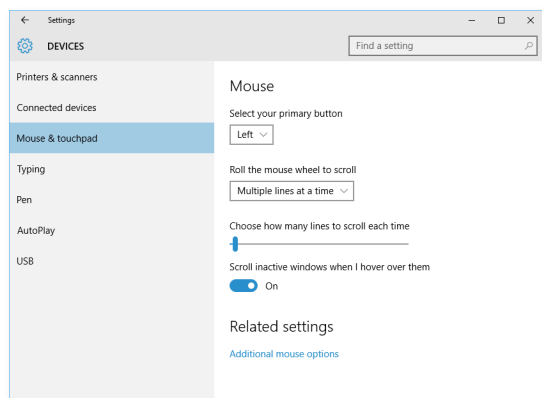


Figure 4-6: Mouse & touchpad settings

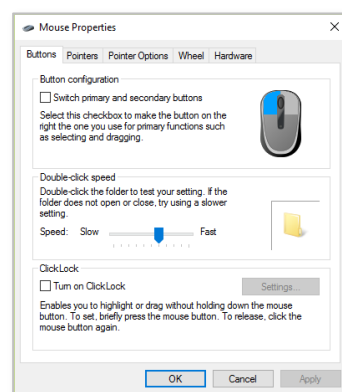


Figure 4-7: Mouse properties in Control Panel

Step-by-step:

To adjust the number of lines to scroll using the mouse-wheel and to control the mouse double-click speed:

1. Select **Settings** or **All Settings** either from the Start menu or from the Action Centre.
2. In the **Settings** dialog, click on **Devices** and then click on **Mouse & touchpad** (see **Figure 4-6**).
3. Check that the primary button is set as you prefer (either 'Left' for right-handed users or 'Right' for left-handed users).

4. Under **Roll the mouse wheel to scroll** – you can change the option to ‘One screen at a time’ or...
5. Adjust the slider under ‘Choose how many lines to scroll each time’ (from 1 to 100; the default is 3)
6. Under ‘Related settings’, click on **Additional mouse options**. This will open the ‘Mouse Properties’ dialog in Control Panel (see **Figure 4-7**)
7. On the **Buttons** tab of the dialog box drag the slider between ‘Slow’ and ‘Fast’ to adjust the double-click speed of the mouse.
8. Test the double click speed on the yellow folder icon.
9. Choose **OK** to save your settings.

To control mouse pointer trails:

1. Select the **Control Panel** and then click **Mouse** to open the ‘Mouse Properties’ dialog box.
2. Click the Pointer Options tab.
3. In the **Visibility** area, select the **Display Pointer Trails** check box.
4. Click **OK** to save your settings.

Exercise:

In the following exercise, you will edit the number of lines the mouse wheel scrolls, change the mouse double-click speed, and then you will add and remove mouse pointer trails.

1.	Select Settings or All Settings either from the Start menu or from the Action Centre.	<i>The Settings dialog box appears.</i>
2.	Click on Mouse & touchpad .	<i>The Mouse settings appear.</i>
3.	Use the slider to adjust ‘... how many lines to scroll each time ’ – change it to just one line . Test this out by opening Excel – use the mouse wheel to scroll up and down an empty worksheet – notice it now only scrolls one line at a time. (This does not apply to touch screen devices)	<i>The mouse wheel now only scrolls one line at a time (eg in a Word document or one row in a spreadsheet). (The default setting was 3 lines.)</i>
4.	Click on Additional mouse options to open Mouse Properties in Control Panel.	<i>The Control Panel ‘Mouse Properties’ dialog box opens.</i>

5.	On the Buttons tab of the dialog box use the slider to adjust the 'Double-click' speed to 'Fast'. Try it out by double-clicking on the yellow folder. Now adjust the speed to medium, or to a speed that suits you. Test it out again, by double-clicking the yellow folder.	<i>The mouse double-click should now be adjusted to suit you.</i>
6.	Click the Pointer Options tab.	<i>The Pointer Option setting appear.</i>
7.	In the Visibility area, select the Display pointer trails check box. Alter settings as required.	<i>A mouse pointer trails is selected.</i>
8.	Move the mouse pointer across the screen.	<i>Mouse pointer trails appear.</i>
9.	In the Pointer trails area, deselect the Show pointer trails check box .	
10.	Choose OK .	<i>The Mouse Properties dialog box closes.</i>
11.	Close the Control Panel window.	

Working with Shortcuts

(Desktop mode)

Shortcuts are icons that allow you to quickly open files and folders from the Desktop and other locations. Shortcuts increase your efficiency because they eliminate having to search through your folders manually trying to find the folder or file that you regularly use. A shortcut can be a link to a file, a folder or an application.

Creating Shortcuts to Files and Folders

A shortcut is indicated by an arrow as shown in **Figure 4-8** and **Figure 4-9** below.

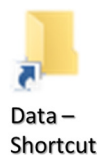


Figure 4-8: *Shortcut to folder on the Desktop*



Figure 4-9: *Shortcut to a file on the Desktop*

Step-by-step:

To create shortcuts to the Desktop;

1. Open File Explorer.

2. Click your right mouse button click on the file or folder you wish to create a shortcut to from your Desktop. (On touch-screen devices, press and hold on the file or folder).
3. Point to **Send to** and then select **Desktop (create shortcut)**.
4. Take a look at your Desktop and you can now see your shortcut.

Exercise:

In the following exercise, you will create shortcuts to a folder and an app. Then, you will use a shortcut to start the app. Make sure you are in Desktop mode before starting this exercise.

1.	Open File Explorer making sure the Desktop is visible	
2.	Choose the Documents folder and, select the Data folder	<i>The folder's contents are displayed in the File list.</i>
3.	Right click (or press and hold) on the folder and point to Send to and then select Desktop (create shortcut)	<i>A new Shortcut icon now appears on your Desktop.</i>
4.	Close File Explorer	
5.	Next, you will create a shortcut on the Desktop to the Windows Sticky Notes program. First, make sure that your desktop is visible – If you have any programs/windows open – either close them or minimise then. Click Start to view your list of apps	<i>All your applications are listed in alphabetical order</i>
6.	Scroll down to the letter 'W' and click on Windows Accessories .	<i>The Windows Accessories apps will now show</i>
7.	Drag Sticky Notes and drop it onto your Desktop. Note: if you haven't tried the 'Sticky Notes' app – give it a go. It's great fun – just like electronic post-it notes!	<i>When you release your mouse a shortcut icon will appear on your Desktop to the Sticky Notes app.</i>

Renaming Shortcuts

Once you have created a shortcut, you may want to give it a new name. You rename a shortcut the same way you rename a file.

Step-by-step:

To rename shortcuts;

1. Right click (or press and hold) on the shortcut.
2. Choose **Rename**.
3. Alternatively, you can select the shortcut and then press the **F2** function key on your keyboard
4. Type the new name and press **ENTER**.

Note – renaming a shortcut does not rename the file or folder that it is linked to; this retains its original name

Exercise:

In the following exercise, you will rename the Data shortcut.

1.	On the Desktop, select the shortcut to Data .	
2.	Right click (or press and hold) on it and choose Rename .	<i>The shortcut name is selected.</i>
3.	Type; Data files	
4.	Press ENTER .	<i>The shortcut is renamed.</i>

Deleting shortcuts

If you no longer need a shortcut, it can easily be deleted.

Step-by-step:

To delete shortcuts;

- Select the shortcut (or press and hold) and select **DELETE**.
The shortcut is deleted (the original file/folder remains with its contents).

Exercise:

In the following exercise, you will delete the shortcuts you created.

1.	Select the data folder shortcut.	
2.	Press DELETE .	<i>The shortcut is now deleted and placed in the Recycle bin.</i>

Customising the Lock screen

Changing the Lock screen

When you turn your device on, Windows 10 will first show you your 'Lock' screen. This screen can be customised (refer to **Figure 4-10**). The Lock screen shows a picture, current date and time and

battery life (for mobile devices). It can also show network status and quick status notifications for up to seven different apps. The Lock screen will also appear when you wake it from sleep.

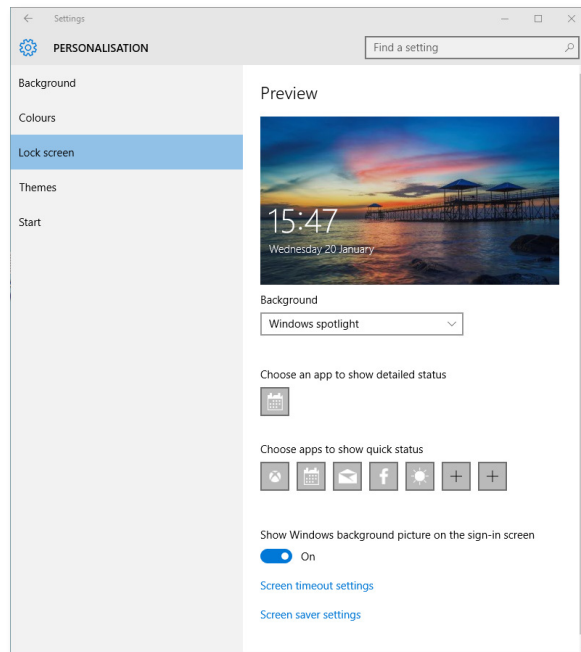


Figure 4-10: Personalizing the Lock screen

Step-by-step:

To change/add screen apps to the Lock screen;

1. Select **Settings** or **All Settings** from the Start menu or from the Action Centre.
2. Click on **Personalisation**.
3. Select the **Lock Screen** option from the left-hand side of the screen.
4. Under 'Choose an app to show detailed status', click the icon and choose whichever app you prefer (eg. Calendar – this is the default, Mail or Facebook).
5. Under 'Choose apps to show quick status', click the icons and choose your preferred apps (including 'None', 'Weather', 'Facebook' etc). If necessary, click on + (plus) sign to select additional apps.


Your lock screen will now be updated.

6. To view your changes, shut down and restart Windows 10 on your PC or swipe using your tablet or mobile device.

Forcing the Screen to Lock

If you work in a busy office and you need to quickly walk away from your computer, you can force it to lock without waiting for it to sleep.

Step-by-step:

- To force your computer to lock you can either press **WINDOWS KEY**  + **L** or press **Alt-Ctrl-Del** on your keyboard and then select **Lock**.

Customising the Start screen

Adding a data folder to Start screen

In Windows 10, in addition to Live tiles that launch applications, the Start screen can also display tiles that open data folders. These can sometimes be a useful alternative to creating shortcuts to folders on your Desktop as some organisations don't allow customisation of employees' desktops.

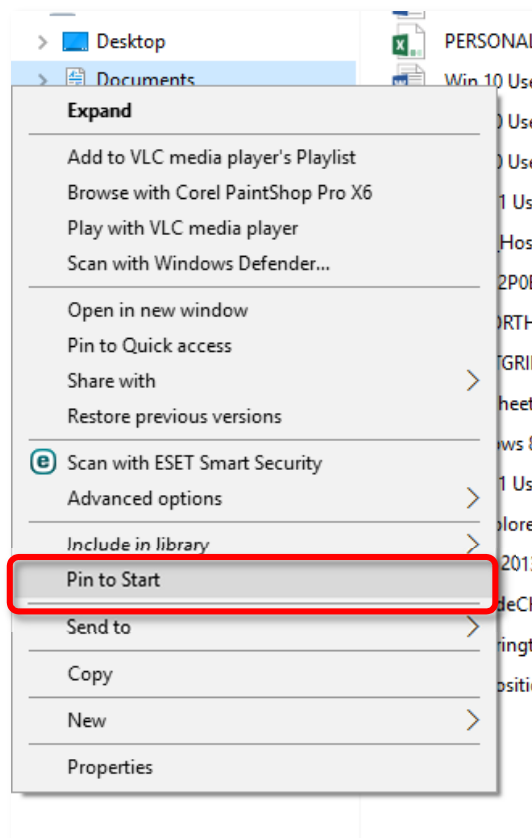


Figure 4-11: Pinning Documents folder to Start Screen

Step-by-step:

Adding an item to the Start screen;

1. **Right-click** (or **press and hold**) on the **data** folder that you wish to add (eg. **Documents**).
2. Choose **Pin to Start**.
The tile now appears in the Start menu – it can be moved and resized (see Module 1).

Removing the data folder from Start screen

Just as you can unpin a live application/app tile from the Start menu, you can also unpin a tile that opens a data folder.

After a while, you may find that you are using a new program/folder/item instead of one of those that you initially installed on your Start screen. You can add and remove it at any time.

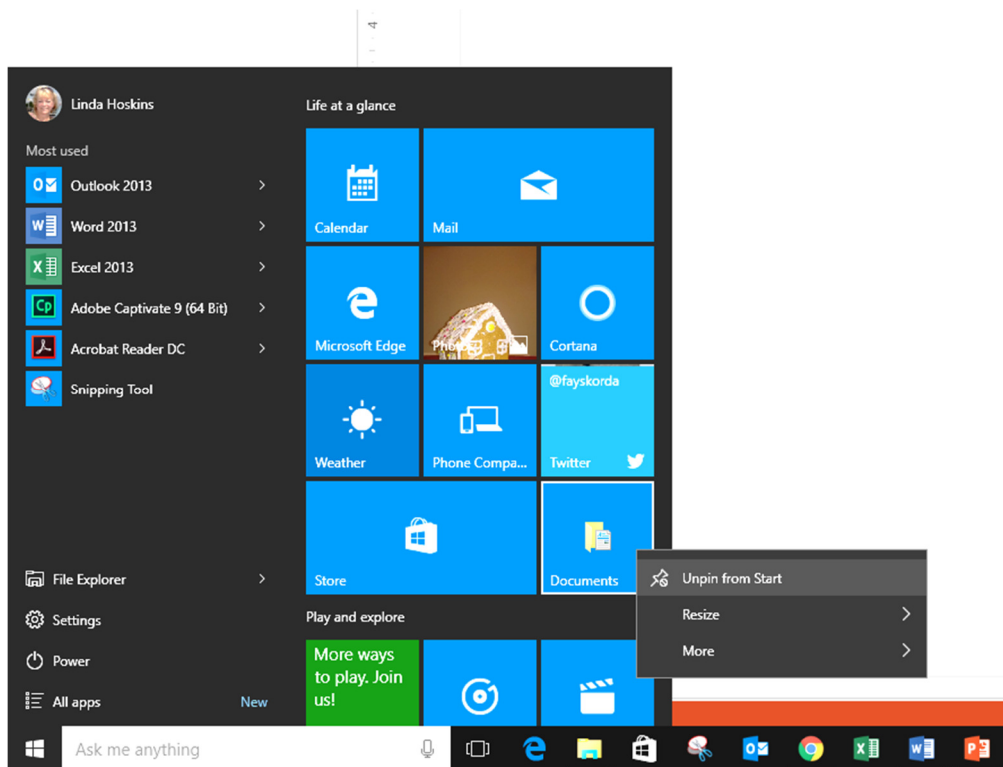


Figure 4-12: Unpinning the Documents folder from Start Screen

Step-by-step:

To remove the data folder from the Start screen;

1. Display the **Start screen**.
2. **Right click** (or **press and hold** on touchscreen device) on the tile you want to remove.

3. Select **Unpin from Start** (on touchscreen device, tap the '**Unpin**' icon)
The tile is removed.

Exercise:

In the following exercise, you will add the Data folder to the Start screen.

1.	Launch the File Explorer .	<i>File Explorer window opens.</i>
2.	Right click (or press and hold on a touchscreen) Data folder, under Documents on This PC .	<i>The Data folder is now selected showing the shortcut menu.</i>
3.	Choose Pin to Start .	<i>The Documents folder appears on the Start screen.</i>
4.	Now unpin it.	<i>The Documents folder is now unpinned.</i>

Adjusting the Start Menu Width

By default, the Start menu's right-hand side is three tiles wide, which means that you can have three medium-sized tiles displayed side-by-side. If you have a larger screen or you simply want a larger Start menu, you can alter the width by dragging the border.

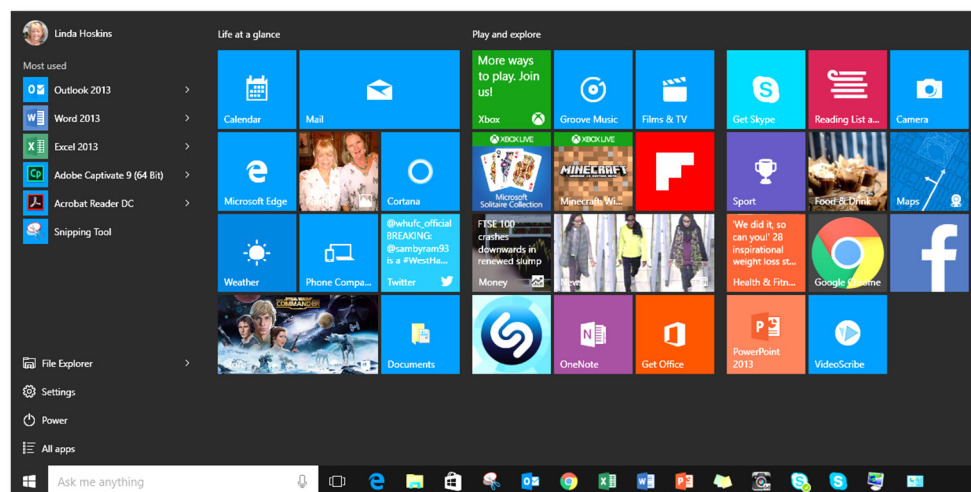


Figure 4-13: The wider Start Menu

Step-by-step:

When working in Desktop mode on a PC;

1. Click the **Start** button to display the Start menu.
The Start menu appears
2. Move the mouse pointer over to the right-hand side of the Start Menu (where there is usually a scrollbar).
The scrollbar appears
3. Position the mouse pointer on the right-hand side and when a *double-headed arrow* pointer appears, drag the mouse to the right to make the menu wider. (Dragging to the left would make the menu narrower.)
The Start menu widens and the tiles reorganise themselves
4. Release the mouse when you have resized the menu to your desired width (the maximum possible is the width of your display)
The Start menu now appears as a wider menu

When working in Tablet mode with a touchscreen;

- Press and hold down on a tile and then drag it to a new position.

Start Categories

In Windows 10 your tiles can be divided into different categories. In fact, you will see that there are already some category titles in your Start menu. New ones can be created and you can also rename existing categories.

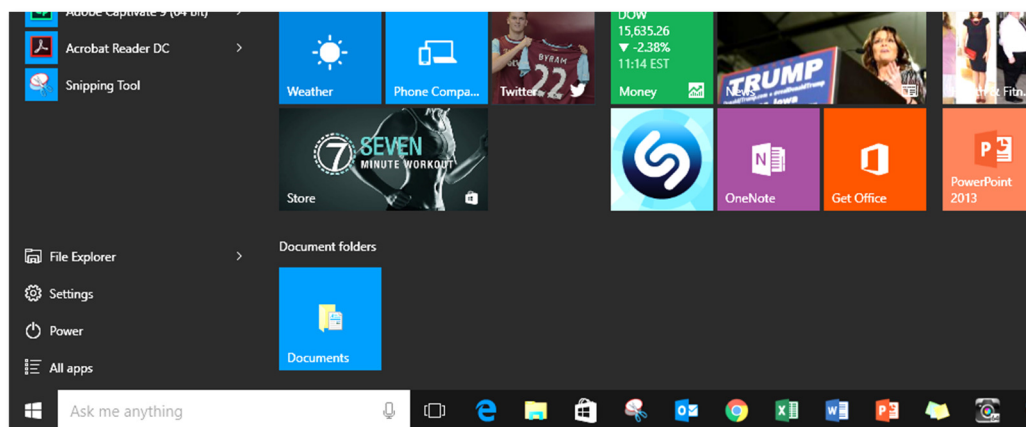


Figure 4-14: Adding a new Category

Step-by-step:

When working in Desktop mode on a PC;

1. Click the **Start** button to display the Start menu.
The Start menu appears

2. Drag one of the existing tiles (one that you wish to place in a new category) to either the far right side of the Start menu or the bottom of the Start menu. When a *solid coloured bar* appears, release the mouse.

The tile is moved and a **Category bar** appears above the tile

3. Click in the Category bar (it will display the text 'Name group' as you hover your mouse over the bar). Type a suitable category name.

The tile now appears in a named Category group

Note:

- If required, you can move the category group by dragging the category bar – any tiles within the category will move with the group.
- If you wish to rename a category heading, simply click on the heading and type over the text.

When working in Tablet mode with a touchscreen;

- The process is much the same only you press and hold a tile and drag to the far right or the bottom of the Start screen, when a Category bar appears.

Exercise:

In the following exercise, you will adjust the width of the Start menu and create a new Category group.

1.	Click the Start button to display the start menu (Desktop mode only).	<i>The Start menu appears. (Desktop mode only)</i>
2.	Drag the right-hand side of the menu until the menu is 9 medium-sized tiles wide. (Desktop mode only).	<i>The Start menu has now resized.</i>
3.	Drag one of the existing tiles down to the bottom of the Start menu and release the mouse when a coloured bar appears.	<i>The tile has now moved into a new Category group</i>
4.	Click above the tile, on the Category bar and type the Category name: Test Category and then press the ENTER key.	<i>The new Category group now has a name.</i>
5.	Move the tile back to its original location (outside the new Category group).	<i>The new Category group will disappear as there are no tiles in that group.</i>

Working with the Taskbar

As in earlier versions of Windows, the Windows 10 Taskbar can be customised. This can include the look of taskbar buttons, how they group together when you have several documents open in any one application and what additional icons display on the Taskbar.

Just as you can pin apps and applications to the Start menu, you can also pin them to the Taskbar.

Pinning Applications to the Taskbar

The following steps show you how to pin an application to the Taskbar using Cortana and how to pin to the Taskbar using the Start menu.

Step-by-step:

Using Cortana;

You can pin an app/application directly to the taskbar for quick and easy access.

1. Click in the **Cortana search box** and type the name of the application that you are searching for;

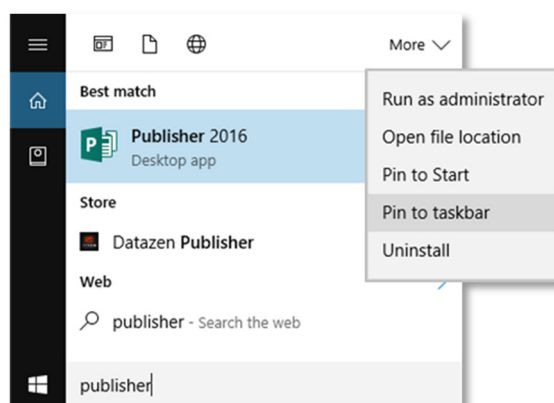


Figure 4-15: Cortana Search Results

Cortana displays the results of your search, with the 'best match' at the top of the list.

2. Click your **right-mouse button** on the application (or press and hold down if using touchscreen device) and select **Pin to taskbar** from the shortcut menu.

Your application is now pinned to the Taskbar (see **Figure 4-16**)



Figure 4-16: The Taskbar

Note: If you are using a touchscreen device you may need to enable the display of apps/applications on the Taskbar: **Press and hold** on the Taskbar and then select **Show app icons** from the shortcut menu.

Using the Start Menu;

1. Click the **Start** button to display the Start menu (Desktop mode only).

The Start menu appears

2. Scroll down the alphabetical list of **All Apps** to the application you wish to add to the Taskbar.
3. Click your **right-mouse button** (or **press and hold**) on the application, point to/press on **More >** and then click on **Pin to Taskbar**.

Your application is now pinned to the Taskbar

Unpin an application/app from the taskbar:

- To remove a pinned app from the taskbar, **right click** (or **press and hold**) on the item on the taskbar select **Unpin from taskbar**.

Exercise:

In the following exercise, you will pin an application to the Taskbar using both Cortana and the Start menu. You will also unpin an application.

1.	Click in the Cortana search box and type Publisher . Note: If you don't have the Microsoft Publisher application on your computer, then you could search for the Paint app (which comes with Windows)	<i>Cortana will display the search results in a list.</i>
2.	Click your right-mouse button (or press and hold) on Publisher under 'Best match' and select Pin to taskbar .	<i>The Publisher application is now pinned to the Taskbar.</i>
3.	Test it out – click on the Publisher button to start the program and then close it down.	
4.	Now click your right-mouse button (or press and hold) on the Publisher button on the Taskbar and select Unpin from taskbar .	<i>The Publisher button is removed from the Taskbar.</i>
5.	Click the Start button to display the Start screen	<i>The Start screen appears.</i>
6.	Scroll down your list of All Apps and then find Publisher (it may be under 'P' for Publisher, or may be under 'M' for Microsoft Office). (If you're looking for Paint , it is storied in 'Windows Accessories')	<i>The All apps list appears</i>

7.	Click your right-mouse button (or press and hold) on Publisher then click More > and then click Pin to Taskbar .	<i>The Publisher application is now pinned to the Taskbar.</i>
8.	Unpin Publisher from the Taskbar as in step 4.	

Taskbar Settings (Desktop mode)

In Desktop mode, the Taskbar Settings dialog box lets you change the size of the taskbar buttons and select how to group multiple documents/files together on the Taskbar. You can also rearrange the buttons on the Taskbar.

Step-by-step:

Rearranging taskbar buttons;

- To rearrange the order of buttons on the taskbar, drag a button from its current location to a different location on the taskbar. You can rearrange buttons as often as you like.

Moving and locking/unlocking the taskbar:

1. Usually, you can find the taskbar at the bottom of the Desktop, but you can move it to the sides or top of the Desktop. Before you can move the taskbar, you need to unlock it.
2. Press and hold or right-click an empty space on the taskbar. If **Lock the taskbar** has a check mark next to it, the taskbar is locked. You can unlock it by tapping or clicking **Lock the taskbar**, which removes the check mark.
3. Tap an empty space on the taskbar, and then drag it to one of the four edges of the Desktop. When the taskbar is where you want it, let go OR release the mouse button.
4. To **lock the taskbar** into place, press and hold or right-click an empty space on the taskbar, and then tap or choose **Lock the taskbar** so that the check mark appears. This helps make sure that the taskbar doesn't accidentally get moved or resized.

Change how taskbar buttons appear:

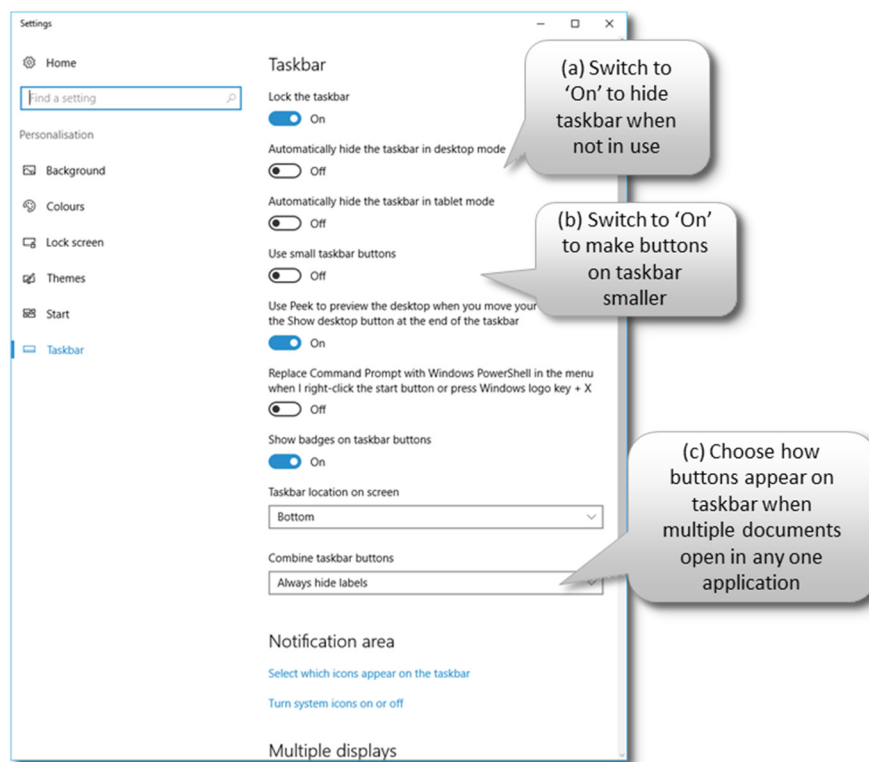


Figure 4-17: Taskbar Settings

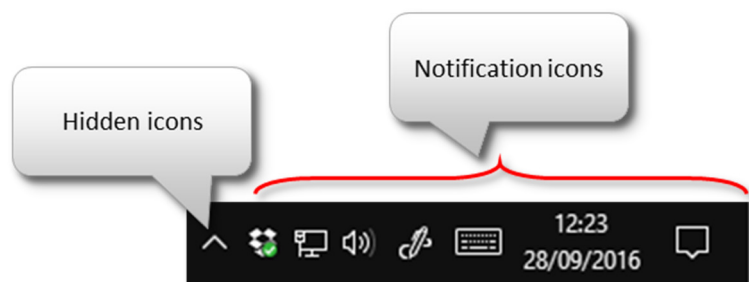
You can change the buttons on the taskbar to 'small' buttons; which will allow you to fit more buttons on the taskbar. The taskbar can be set to automatically hide itself when you are not using it. You can also choose how buttons are grouped together when there is more than one window open, and change the size of taskbar button icons.

1. Right click on Taskbar and choose **Settings**, this displays the Taskbar Settings dialog box (see **Figure 4-17**).
2. Under 'Automatically hide the taskbar...' (for desktop or tablet mode): (see **(a) in Fig 4-17**) - change this option to 'On' if you want the taskbar to collapse when not in use. Simply move mouse pointer back to the edge of the screen and the taskbar will reappear.
3. Under 'Use small taskbar buttons' (see **(b) in Figure 4-17**) – set this to 'On' in order to make the taskbar buttons smaller. This enables you to add more taskbar buttons without the taskbar becoming 'cluttered'.
4. Under 'Combine taskbar buttons' (see **(c) in Figure 4-17**) select **one** of the options from the drop-down list:
 - **Always hide labels:** This is the default setting. Each app/application appears as a single, unlabelled button, even when multiple windows for an application are open. To switch between the windows for that application – either tap or hover the mouse over the button on the Taskbar and when separate windows appear as thumbnails – click/tap on the thumbnail for the particular document that you wish to switch to.

- **When taskbar is full:** This setting shows each window as an individual, labelled button. When the taskbar becomes crowded, applications with multiple open windows collapse into a single button. Tap or clicking the button displays a list of the windows that are open.
 - **Never:** This setting shows each window as an individual, labelled button, and never combines them, no matter how many windows are open. As more apps and windows open, buttons get smaller, and eventually the buttons will scroll.
5. Click the close button to save your settings.

Notifications area

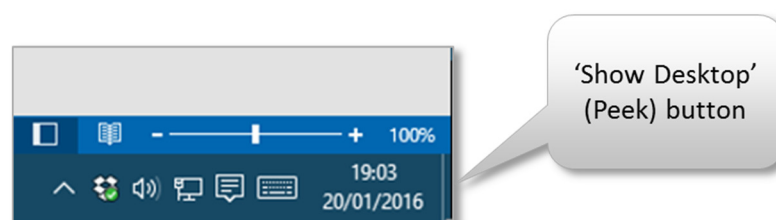
The notifications area (previously called 'Systray') is located at the far right side of the taskbar and it contains app/application icons that provide status and notifications about things like headset/speaker volume, incoming email, updates, and network connectivity. You can change which icons and notifications appear there. By default, some of these are hidden; however, you can choose which icons are hidden and which are permanently on show.



- To **hide** an icon in the notifications area: drag the icon from the visible area and drop it onto the hidden icons symbol (^)
- To **make a hidden icon visible** in the notifications area: click the hidden icon symbol (^) to show all hidden icons in a pop-up menu, and then drag onto the visible notifications area

Take a look ('Peek') and show Desktop:

You can use the **Show Desktop button** at the right end of the taskbar to minimize your open windows and get to the Desktop quickly. If you're using a mouse, you can also use it to preview ('Peek') the Desktop without closing or minimizing your open windows.




- To minimize all of the open windows on the Desktop, click the 'Show Desktop' button on the far right-hand side of the Taskbar. Click the same button again to restore all the windows.
- If you are using a mouse, you can simply hover your mouse pointer over the **Show Desktop button** and you will get a '**peek**' of the Desktop. Moving the mouse pointer away from the same button will restore any open windows again.

Taskbar Properties (Tablet Mode)

In Tablet Mode, the Taskbar does not have as many properties that you can edit. For example, you cannot change the size of the buttons on the Taskbar, however you can choose how many buttons to display and remember (from Module 1) that there is a button to switch to Task view.

Step-by-step:

To control how many icons you display on the Taskbar and use the Task view button in Tablet mode;

1. Press and hold on the Taskbar to display the Taskbar shortcut menu.
2. Select from the three tick boxes (you may select all three if you wish);
 - ✓ Show app icons (recommended)
 - ✓ Show all notification icons
 - ✓ Show touch keyboard button
3. Press the  **Task view** button on the Taskbar to show all open windows tiled side-by-side. Press the same button again to return to your previous view or tap one of the tiled windows to switch to that window.

Assignment

1. Open **Settings**.
2. In the **Personalisation** settings, select a (different from default) 'Picture' for the background.
3. In **Colours**, choose a different accent colour. (Windows will no longer choose an accent colour from your background picture).
4. Go back to the main **Settings** window and select **System**.
5. Click on **Power & Sleep** and set the **Screen** to turn off after 15 minutes (default is normally 10 minutes and set **Sleep** to 30 minutes (default is normally 20 minutes).

Note: if you are using a laptop or tablet, only change the settings under 'Screen' and 'Sleep' for 'when plugged in' (not 'on battery power').

6. Go back to the main **Settings** window and select **Devices**.
7. Under **Mouse & touchpad**, change the settings so that when rolling the mouse wheel to scroll your mouse will roll 5 lines/rows at a time (the default is 3 lines).
8. Test this out in Excel (only relevant when using a mouse with a scroll wheel).

Note: The following step is not relevant for those using a touchscreen device:

9. Still in 'Mouse & touchpad' settings, click the **Additional mouse options** link to open the 'Mouse Properties' dialog box. Click the **Pointer Options** tab and tick the check box '**Show location of pointer when I press the CTRL key**'. Click **OK** to save your settings.

Test this out – press the **CTRL** key and notice the animated mouse pointer. (Most useful when you're demonstrating something on the screen to somebody else).

10. Use **File Explorer** to create a shortcut on the Desktop to the **Data** folder (Desktop mode only).
11. Rename the shortcut **My Data**.
12. **Create** a **shortcut** on the Desktop to the one of the files in your **My Data** folder.
13. **Delete** the two new shortcuts you have created (one to a file and the other to the **My Data** folder) on the Desktop.
14. Reset all the changes you made in steps 1. to 8. (background picture, colours, power & sleep settings and mouse settings).
15. **Close** all open windows.