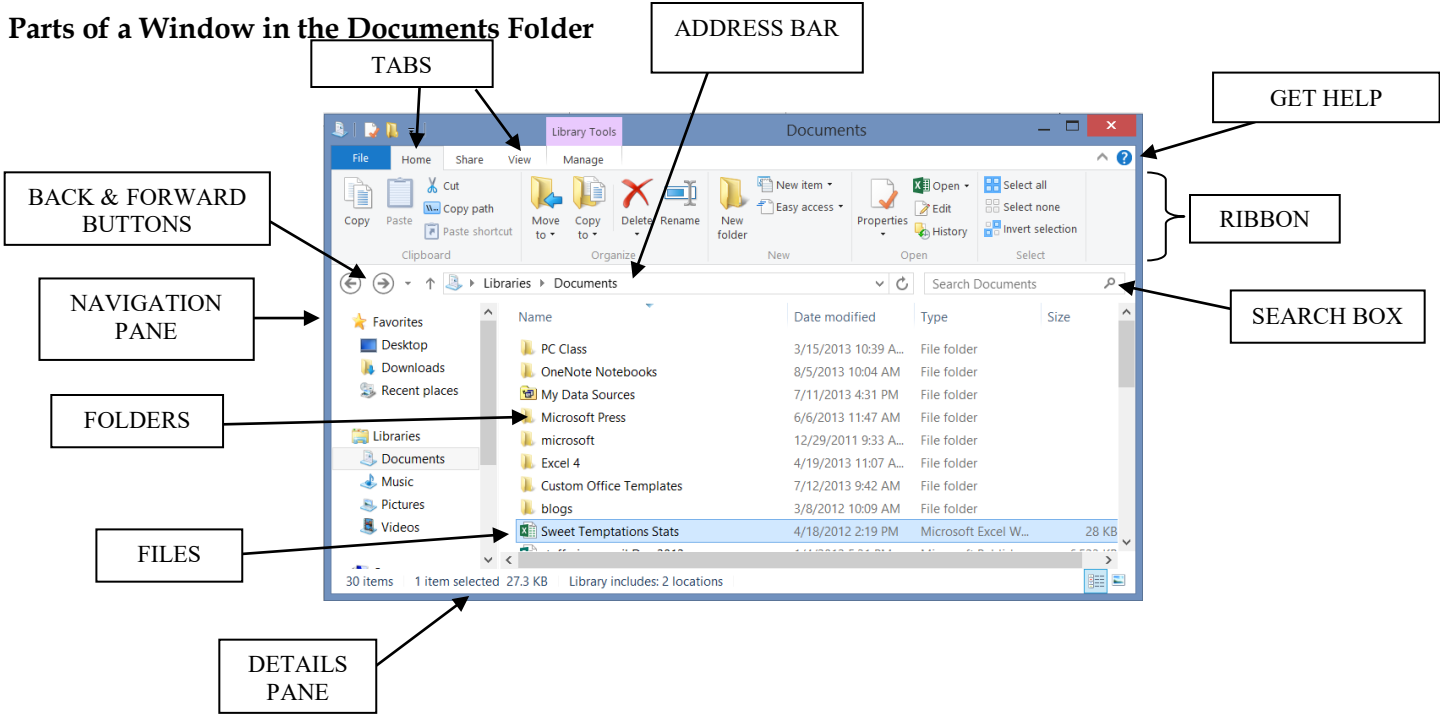

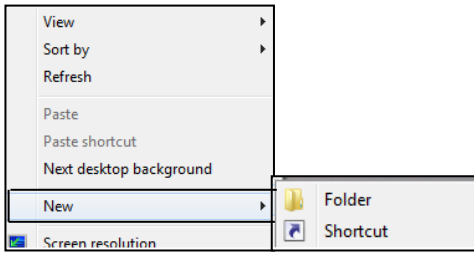
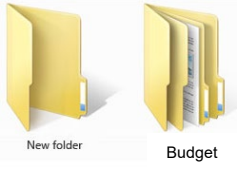
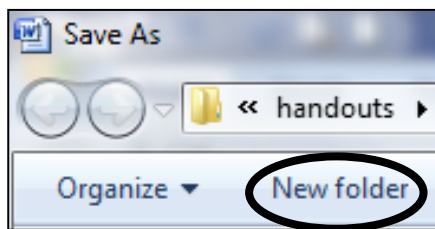


PC Essentials with Windows 10

Action	Technique
<p>Parts of a Window in the Documents Folder</p>  <p>The screenshot shows the Windows Explorer window for the 'Documents' folder. Callouts point to the following elements: <ul style="list-style-type: none"> TABS: Points to the 'Library Tools' tab. ADDRESS BAR: Points to the address bar showing 'Libraries > Documents'. GET HELP: Points to the help icon in the top right corner. RIBBON: Points to the ribbon menu with tabs like 'File', 'Home', 'Share', 'View', and 'Manage'. SEARCH BOX: Points to the search box in the top right. BACK & FORWARD BUTTONS: Points to the navigation buttons on the left. NAVIGATION PANE: Points to the left sidebar showing 'Favorites' and 'Libraries'. FOLDERS: Points to the list of folders in the navigation pane. FILES: Points to the list of files in the main pane. DETAILS PANE: Points to the bottom status bar showing '30 items', '1 item selected', and '27.3 KB'. </p>	
<p>1. Create a File</p> 	<p>You can create a file by using a program. For instance, you can use Microsoft Word to create a text document. Open Microsoft Word and type your text. Then Save the document by clicking File and clicking on Save. Saving this document is the process that creates a file.</p>
<p>2. Create a Folder</p>  	<p>A folder is a place in your computer where you can store your files. You can create a folder and store certain files in a specifically named folder, which would then make it easy for you to find the file when you want it. You can also create folders inside other folders known as subfolders. The simplest way to create a new folder:</p> <ol style="list-style-type: none"> 1. Decide the location of your new folder. [You can choose to create your new folder in the following locations: in any of your Libraries, on the Desktop, or on a Flash Drive/Memory Stick]. 2. Right-click in a blank area, in the location of your choice. 3. Then click on New, and then click Folder. 4. Type a name for the new folder and then press Enter.

3. Create a Folder Using the New Folder Command

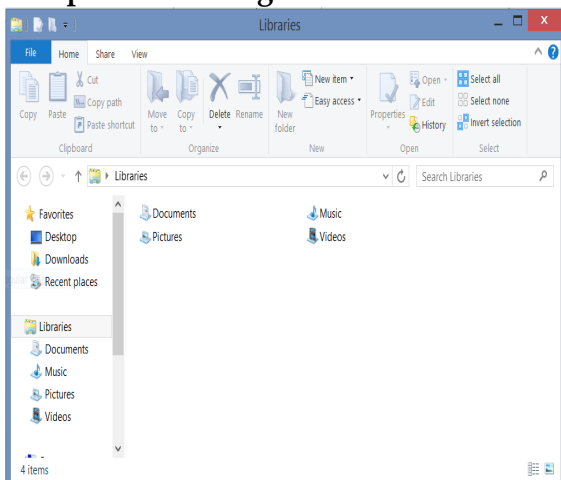


Save an existing file, or a new file you have just created, in a new folder. When you save your new document, click on **File**, click **Save As**, then click **Browse**. When the Save As dialog box opens:

1. Click on the words **New folder**.
2. Name the new folder. Click **Enter** to set the name.
3. Click on the new folder, then click **Open** to open the new folder.
4. Then you will be back at the Save As dialog box and can click on **Save** to put the document into the new folder.

If you wish to create the new folder in another folder or on a removable storage device, then when the Save As dialog box opens use the **navigation pane on the left** and click on the drive or folder in which you will place the new (sub folder) folder. Then follow the steps 1-4 to save your file in a new folder.

4. Open an Existing File



By default most text files are saved in the **Documents** folder, saved images are saved in the **Pictures** folder and any music you save is saved in the **Music** folder.

To access these folders, click on the folder in your **Taskbar** to open **File Explorer**. Then click the folder you want.

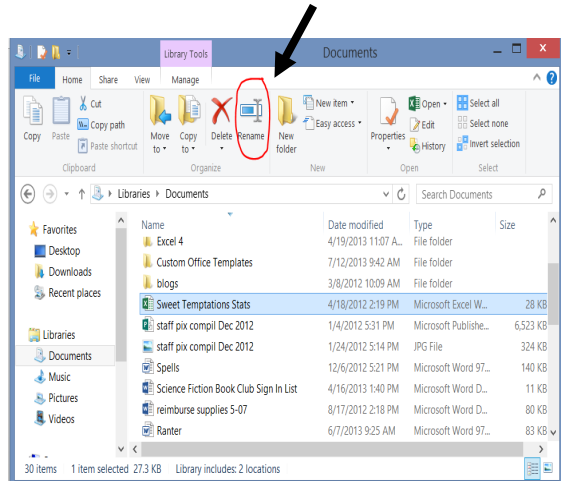
Once you see the file you want, click it.

Usually, the file will open in the program you used to create it. So if you used Microsoft Word to type a letter, double-clicking the file name will open the letter with the Microsoft Word program.

Similarly, if you have used Excel to create a monthly budget chart, then double-clicking on that file name will open your chart with Microsoft Excel.

However, clicking a picture file will open the picture with Windows Photo Viewer.

5. Rename a File or Folder



Click on the Folder in your Taskbar to open File Explorer. Click on **Documents** to open your Document folder. Select a file or folder that you want to rename by pointing your mouse at it and clicking once. Then click on **Rename** on the Ribbon. The existing file name will become "blue." Just start typing the new name and the existing file name, or folder name will be deleted and the new name, that you have typed, will appear. Press the **Enter** key on your keyboard or click away from the newly named file or folder in order to "set" the new name.

You can also **right-click** on the file or folder you want to rename. From the right-click menu, choose **Rename**. Once the existing file/folder name is selected just type the new name and then press the **Enter** key on your keyboard.

6. Select Multiple Files or Folders

You can select more than one file or folder in order to **Copy**, or **Delete**. There are various ways to select multiple files or folders.

To select **consecutive** files or folders: point your mouse at the first item, then hold down the **Shift** key, and point your mouse at the last item. This will select all the files/folders in between.

To select **non-consecutive** files or folders, press and hold down the **Ctrl** key, and then point your mouse at each item that you want to select.

To select all of the files or folders in a window, in the Ribbon, on the **Home** tab, **Editing** group, click **Select all**.

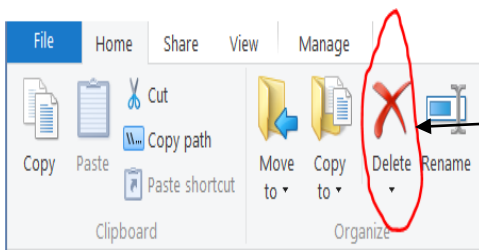
7. Copy/Move a File or Folder to a Different Location

You can click and drag a file/folder from its original location to the location of your choice.

When you click and drag a **file to a folder on the same drive**, the file is **moved** to the destination folder.

When you click and drag a **file to a folder on a different location**, the file is **copied** to the destination folder leaving the original item in the same place and **creating a duplicate** in the location of your choice.

8. Delete a File or Folder



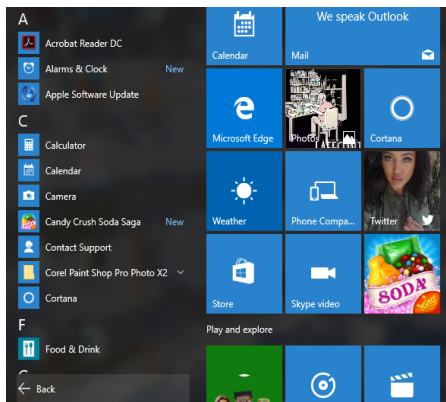
Click on the folder in the **Task Bar** to open **File Explorer**. Click on **Documents** to open your Document folder. Select a file or folder that you want to delete by pointing your mouse at it. In your Ribbon, on the **Home** tab, **Organize** group, click on **Delete**.

You can also **right-click** on the file or folder and then click on **Delete** from the right-click menu.

You can delete more than one document by holding down the **CTRL** key and then selecting each file/folder you want to delete. Once all the files/folders are selected, use the **Delete** key on your **keyboard** to delete the selected files/folders.

When you delete a file, it's temporarily stored in the Recycle Bin. Until you empty the Recycle Bin, your deleted item will stay in the Recycle Bin.

9. Find a Program Using All Apps



Windows 10 has replaced the “All Programs” feature in the start button with “All Apps.” To access All Apps, click on the Windows symbol in the left hand corner of your screen, or press the Windows symbol on your keyboard. This will open up the Start Menu. Click “All Apps.” You scroll through this list by using the scroll wheel on your mouse, or using the scroll bar at the right of the menu.

You can open any of these programs by clicking on them. You can pin an apps to the **Start Menu** by right clicking on it and selecting “Pin to Start.” To pin an app to the **Taskbar**, right click on the app, point your mouse at more, then click “Pin to Taskbar.”

10. Pin a Program to Taskbar

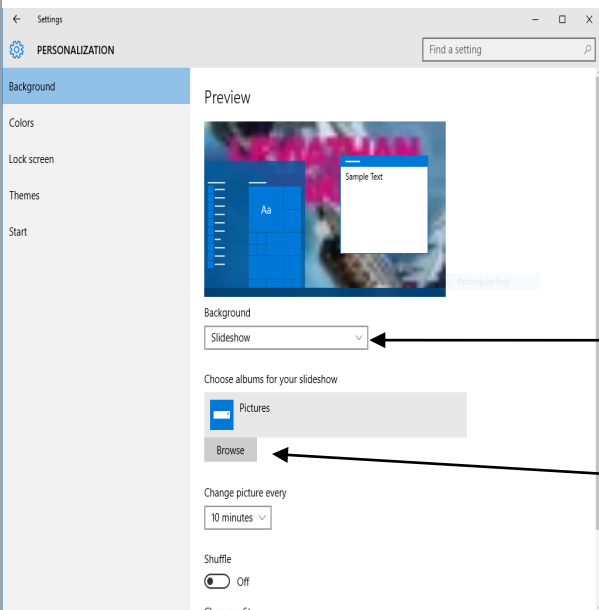
To Pin a program to the **Taskbar**, you can go to the **Start Menu** and click on “All Apps.” Right click on the app, point your mouse at “more,” and then click **Pin to Taskbar**.

12. Rename a Desktop Icon

1. **Right click** the desktop icon that you want to rename.
2. From the menu choose **Rename**.
3. Type the name that you want to appear under the icon.

You can use letters, numbers, space, and some punctuation marks in desktop icon names. You cannot use these characters in icon names: \ : / * ? “ < > |

13. Your Desktop Background



You can customize your **Desktop** background with a digital picture from your own camera, a picture that comes with Windows 10, or a solid color.

You can choose one image to be your desktop background or you can display a slide show of pictures.

Click the **Start Menu**, click **Settings**, and then **Personalization**. You can also get to **Personalization** by right clicking on the desktop and then clicking **Personalize**. To use a preinstalled Windows picture as your desktop wallpaper, click the pulldown arrow under **Background** and choose picture. To use a color as your desktop background, click the pulldown arrow under background, and click “Solid Color.” Then choose the color you want.

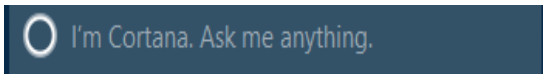
To use a picture off your PC, click **Browse**. Once you find the image you want to use as your Desktop background, click on it. It will become your Desktop background.

If you want to use a picture from your own collection as a Desktop background, make sure to save that picture on your hard drive in the folder named **Pictures**, before you start to customize your Desktop background.

To create a slide show of pictures as your Desktop background, choose **Slideshow** under **Background**. Then click **Browse** under **Pictures**. That will bring up your pictures folder. Choose a folder of pictures, and those pictures will appear as a slideshow on your desktop.

You also have the option of changing the theme, which will alter the Desktop background, window color, sounds, and screen saver. To alter the theme, you must click **Themes** in the **Personalization Window**, and then click **Theme Settings**. You can at that point choose a theme that you already have on your computer. To get more themes, select “**Get More Themes Online**,” which will give you a vast library of different themes on Microsoft’s website, any one of which you can download to your computer and use as a theme.

14. Using the Search Command



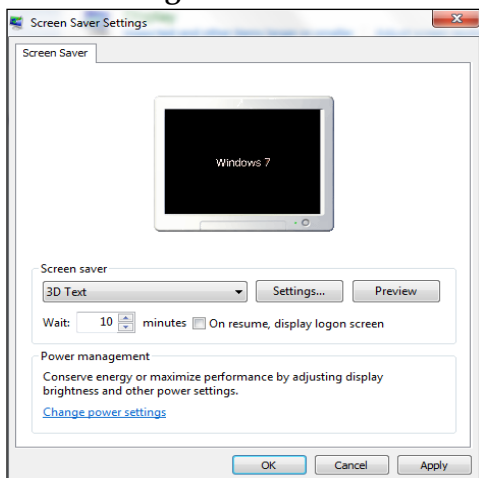
The **Search** box is located at the top of every folder as well as at the bottom left of your screen.

To access **Search**, click in the search box.

Type a word or part of a word into the Search box. As you type in the Search box, you will see files or folders appear. As you type, the contents of the search will be filtered to reflect each successive character you type. When you see the file/folder or Internet search you want, click on the file or folder that you want to access. **Search** will search for Apps, Settings, Files, and the Internet.

You don't need to press ENTER, since searching happens automatically.

15. Set or Change a Screen Saver

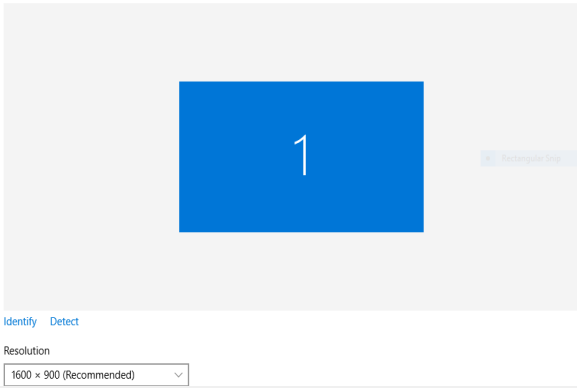


Right Click the **Desktop** and choose **Personalize**. In the **Personalization Window**, select **Themes**. Click on **Theme Settings**. Select **Screen Saver** at bottom of screen.

From the Screen Saver list, click the screen saver you want. Then click **OK**.

- ❖ You can click **Preview** to see what your screen saver will look like before you click **OK**. Move your mouse or press any key to end the preview.
- ❖ After you select a screen saver, it will automatically start when your computer is idle for the number of minutes specified in **Wait**.
- ❖ To view possible setting options for a particular screen saver, click **Settings** on the **Screen Saver** tab.

16. Screen Resolution



When the screen resolution is high, 1600x1200 pixels, text and images will appear sharper and smaller. With a lower screen resolution, 800x600 pixels, text and images will be larger, but they may not seem quite as sharp. The resolution you can use depends on the resolutions your monitor supports.

To change your screen resolution:

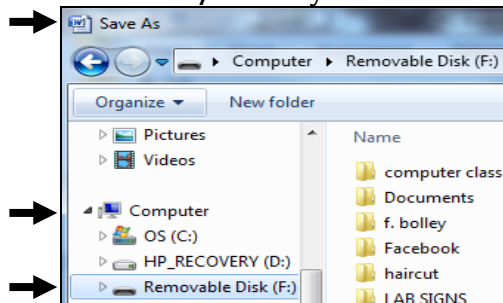
Right click on the desktop. Select **Display Settings**, then click **Advanced Display Settings**. Click the pulldown arrow under **Resolution** and choose the display setting you prefer.

17. Your Operating System


Find out the version of your Operating System or get more information on your **Operating System**:

Open up the Start Menu. Click on **Settings**, and then select **System**. Click **About** on the left of the window.

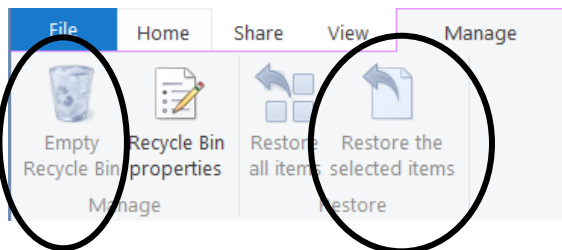
18. Save your file on a Flash Drive/Memory Stick



Insert the flash drive into the USB port of your computer. With your document "open," click on **File**, then **Save As**. Click on **Browse**. In the **Save As** dialog box, click on **Computer**, from the **Navigation Pane** on the left. Find and click the flash drive, it may show as **Removable Disk**. Now when you click on the **Save** button, on the bottom of the **Save As** dialog box, your document will be saved onto your flash drive.

To safely remove your flash drive from the computer, access the **System Tray**, then click on the flash drive icon,  and then click on the name of your flash drive.

19. Empty the Recycle Bin



If you have deleted a file or folder by accident or if you want to delete a particular file or folder and restore other files or folders that you have deleted, then open the **Recycle Bin** by double-clicking it.

Select the file or folder you want to delete by pointing your mouse at it and choose the **Delete** command under the **Home Tab** of the **Ribbon**, or use the **Delete** key on your **keyboard**. If you want to restore a file or folder, then select it by pointing your mouse at it and click on **Restore this item** under the **Manage Tab** in your **Ribbon**. The restored file or folder will be restored to its original location.

20. Escape a Frozen Screen

Your screen is frozen when you can't make anything happen since none of the commands or buttons will work. **At the same time, press the Ctrl and Alt and Delete buttons on the keyboard**. A screen will appear with several choices. Choose **Start Task Manager** and then click and select the task you want to stop and click on **End Task**.