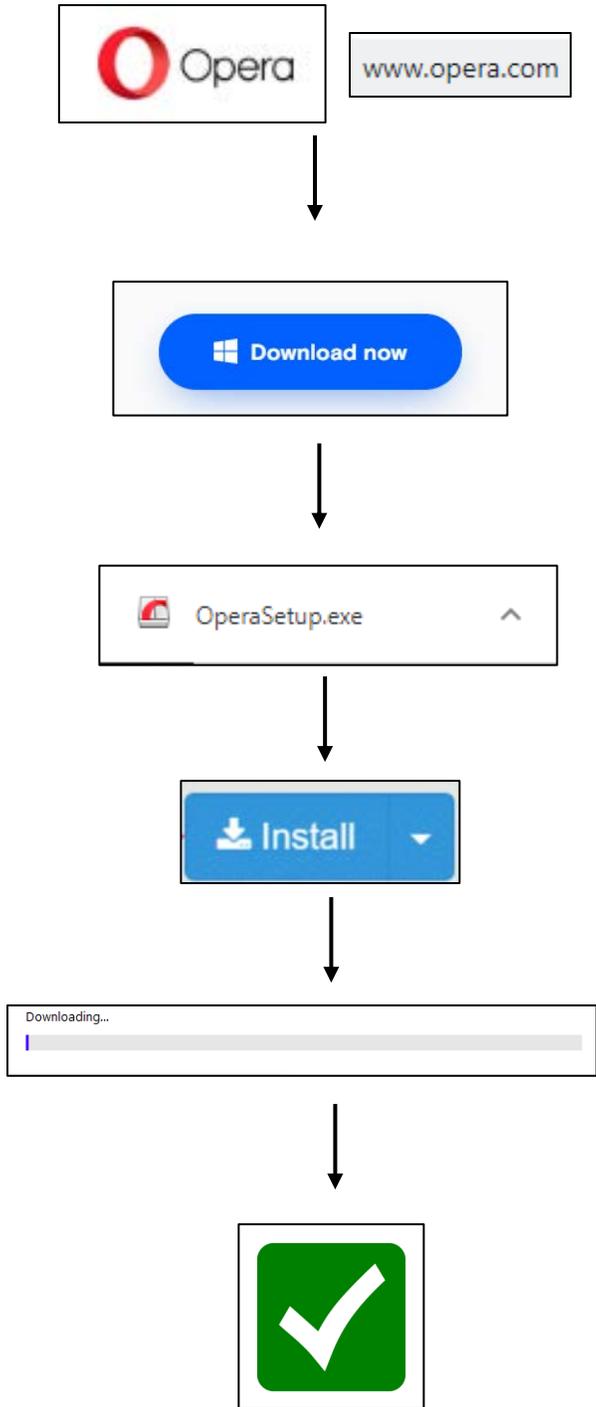


PC Advanced with Windows 10

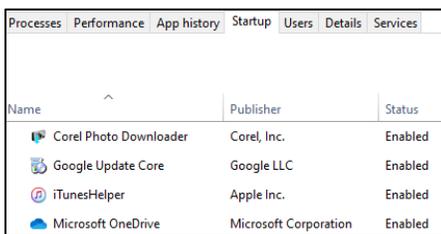
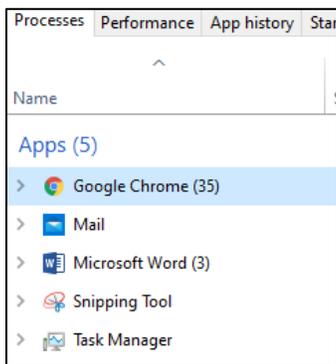
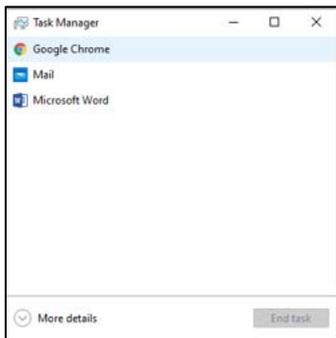
Action	Technique
<p><b>1. Installing Applications/Programs</b></p> 	<p>Applications are software programs that perform specific tasks on your PC. For example, Microsoft Word is a word processing application. To add new applications to your PC, you must install them.</p> <p>Applications can be downloaded from the Internet, typically from the company's website, or from a CD purchased at a store. Remember that if downloading from a website, the application can either be free or for-purchase. If there is a charge, you will be prompted to provide your credit/debit card information.</p> <p>The following steps will be using the example of Opera, a Web browsing software program. Though not identical, the steps for downloading and installing an application from a website are generally the same.</p> <ol style="list-style-type: none"> <li>1. Go to the application's (or company's) website (<a href="http://www.opera.com">www.opera.com</a>)</li> <li>2. Find and click the button, <b>Download Now</b> (depending on the website, the download button might say something like, "Download" or "Get it Now.")</li> <li>3. Look in the bottom-left corner of the screen, above the taskbar. This displays new file- downloads. Typically, you will see an installation, or "setup" file (OperaSetup.exe). This file can also be found in the <b>Downloads</b> folder of your PC.</li> <li>4. Click on the filename and select <b>Run</b> (or <b>Open</b>). If launching from the <b>Downloads</b> folder, double-click on the filename.</li> <li>5. In the window that opens, click <b>Install</b>.</li> <li>6. Typically, a progress bar will indicate how far along you are in the installation process.</li> <li>7. Once installed, the application will automatically launch on your PC, and it will be sorted alphabetically in your <b>Apps List</b> in the <b>Start Menu</b>.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>Tips for Installing Apps/Programs</b></p> <ol style="list-style-type: none"> <li>1. Only download/install programs from official company websites, CDs, or the Windows Store.</li> <li>2. Read through installation agreements carefully to avoid installing unwanted add-ons.</li> <li>3. Some programs require your computer to restart prior to the first use.</li> </ol> <p style="text-align: center; font-size: small;">Courtesy of Gail Borden Public Library and the Public Library Association</p> </div>

## 2. Windows Store

The **Windows Store** has thousands of apps, some of which are free and some for which you must pay. To access the **Windows Store**, click on its tile in the **Start Menu**. The window will display a number of popular apps. You can browse by categories at the top, or scroll down to see “Top free apps.” You can also search for a specific app using the search box.

When you click on an app, you can read a description and a list of features, as well as user reviews. Click **Get** to install the app.

## 3. Using Task Manager



The Windows **Task Manager** allows you to go behind the scenes to control certain functions. To access the **Task Manager**, press and hold **Ctrl + Alt + Delete** on your keyboard, then click on Task Manager.

### Escape a Frozen Screen:

Sometimes an application will cause your computer to freeze. If this happens, launch the **Task Manager** and do the following:

1. On the bottom-left of the window, click **More Details**.
2. In the next window, be sure the **Processes** tab is selected. From the list of apps, click on the one that caused the freeze.
3. After selecting the app, in the bottom-right corner, click on **End task**.

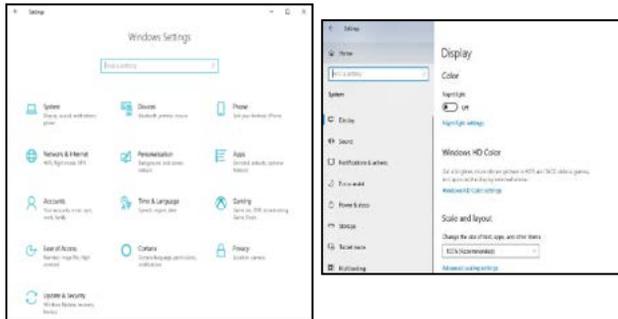
### Disable Startup Programs:

Whenever you launch Windows on your PC, certain programs begin to run automatically. This can cause slow startup times. To disable those you do not need, launch the **Task Manager** and do the following:

1. On the bottom-left of the window, click **More Details**.
2. In the next window, be sure the **Startup** tab is selected. From the list of startup programs, click on the one(s) that you want to disable.
3. After selecting the program, in the bottom-right corner, click on **Disable**.

# Windows 10 Settings

## 4. Accessing Settings

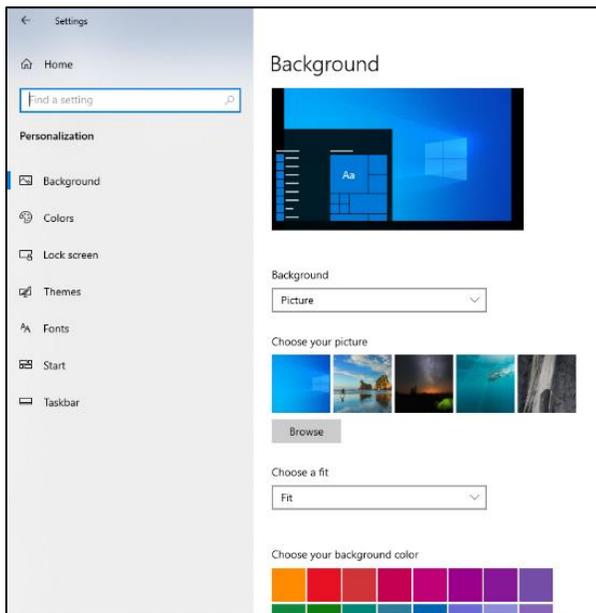


To access Windows 10 **Settings**, click on the gear  icon on the left side of the **Start Menu**. All settings are categorized. Once inside a specific category, a menu on the left side of the screen displays a number of sub-categories. Simply click on the desired categories and change their settings on the right.

**Remember:** If you are unsure about the category to which a setting belongs, use the search box at the top of the **Settings** window.

The actions below cover many useful setting customizations.

## 5. Personalize 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, 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.

## 6. Personalize Your Lock Screen

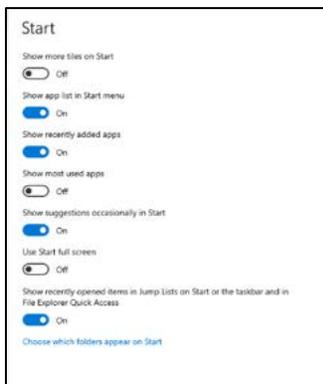
Changing the background of your **Lock Screen** is a similar process to changing the background of your desktop. In the **Personalization** settings, select **Lock Screen** from the menu. (Alternatively, you can right-click the **Desktop**, select **Personalize**, then select **Lock Screen**.) Either choose a picture provided by Windows, or click “Browse” to select an image saved on your computer.

## 7. Set or Change a Screen Saver



You can also change your screen saver settings from the **Lock Screen** window. At the very bottom, find a link to **Screen saver settings**. This will open a **Screen Saver Settings** dialog box. From the dropdown, you can select a Windows screen saver. Additionally, you can adjust the wait time before your screen goes to screen saver mode.

## 8. Personalize the Start Menu



In **Personalization**, choose **Start**. All the **Start** settings are customized via off/on toggle switches. These customizations affect the way your apps and tiles are displayed in the **Start Menu**.

**Use Start full screen** will render the **Start Menu** similar to how it looks in **Windows 8**.

At the bottom of the menu, you can click “**Choose which folders appear on the Start Menu.**” That will open up a list of folders you can add to the **Start Menu** by turning them on.

## 9. Personalize the Taskbar



In **Personalization**, choose **Taskbar**.

- Place a check mark next to **Automatically hide the taskbar in desktop mode** if you want to hide the taskbar. Mouse over the taskbar to view it after you autohide it.
- To make the taskbar and its icons smaller, place a checkmark next to **Use small taskbar buttons**.
- Click the pulldown arrow next to **Taskbar location on screen** to change the taskbar’s location. You can anchor it at the bottom, top, left, or right of the screen.
- Uncheck **Lock the taskbar**, and you can manually drag the taskbar to one of those locations at any time.

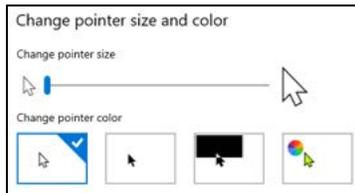
## 10. Show Scroll Bars at All Times

Automatically hide scroll bars in Windows



As a default, **Windows 10** hides scroll bars in many of its windows, such as the **Start Menu** and **Settings** menus. To turn off this feature, choose **Ease of Access** from the **Settings** menu, then select **Display**. Look for **Automatically hide scroll bars in Windows** and switch to **Off**.

## 11. Customize Your Mouse Pointer



To change the size and/or color of your mouse pointer, choose **Ease of Access** from the **Settings** menu, then select **Cursor & pointer**. Under **Change pointer size and color**, adjust the settings accordingly.

## 12. Change the Primary Button on Your Mouse

Select your primary button

Left ▾

Double-click speed

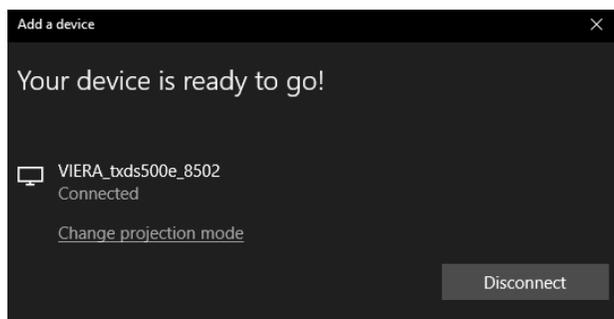
Double-click the folder to test your setting. If the folder does not open or close, try using a slower setting.

Speed: Slow Fast

If you are left-handed, it may be helpful to change the primary button on your mouse. This swaps the left and right buttons so that the left button is a “right-click” and the right button is a “click.” To do this, choose **Devices** from the **Settings** menu, then select **Mouse**. Under **Select your primary button**, change **Left** to **Right**.

Additionally, you can change the double-click speed in Windows by clicking on **Additional mouse options** at the top-right of this window. In the dialog box that opens, find **Double-click speed** and adjust accordingly.

## 13. Connect your PC to a TV

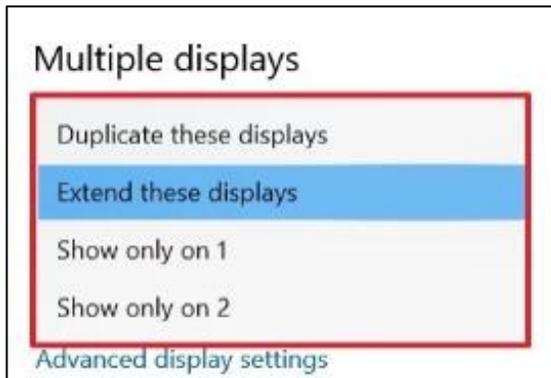


You may want to duplicate your display on a TV. For example, you may want to watch a TV show that’s playing on your computer, or project a PowerPoint presentation of family photos during a party. The easiest way to do this is over WiFi.

1. Make sure your Smart TV is connected to the same WiFi network as your computer.
2. Choose **Devices** from the **Settings** menu, then select **Bluetooth & other devices**.
3. Click on **Add Bluetooth or other device**.
4. In the window that opens, under **Add a device**, select **Wireless display or dock**, then select your TV from the list.
5. Once connected, follow the steps in #14 below for **duplicating displays**.

Alternatively, you can also connect your computer directly to a TV or other monitor with a cable, such as an HDMI cable or VGA cable. In this case, make the appropriate connection, then follow the steps in #14 below.

#### 14. Connect to an External Display



You can connect your monitor display to an external device, such as a TV or second monitor. When you are connected to such a device, you must instruct Windows 10 to identify the device and either duplicate or extend the display. To do this:

1. Choose **System** from the **Settings** menu, then select **Display**.
2. Under **Multiple displays**, click on **Detect**.
3. Select the device from the listed provided, then click on **Identify**. This will label the main display and the secondary display so you can tell the difference.
4. From the dropdown menu, you can:
  - a. **Duplicate these displays** - this will mirror exactly what is on your computer screen.
  - b. **Extend these displays** - this will extend your desktop to the secondary device.
  - c. **Show only on 1** - this will turn off the secondary display
  - d. **Show only on 2** - this will turn off the main display (your computer screen)

#### 15. Screen Resolution



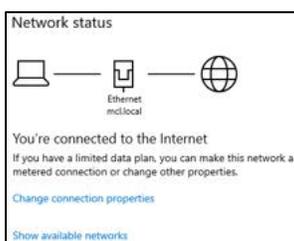
When the screen resolution is high, such as 1600x900 pixels, text and images will appear smaller and sharper. As you decrease resolution, text and images will get larger, but they may not seem quite as sharp. The resolution you can use depends on the resolutions your monitor supports.

To change your screen resolution, choose **System** from the **Settings** menu, then select **Display**. Under "**Display resolution**," select a resolution from the dropdown.

#### 16. Device & Windows Specifications

To locate your device and Windows specifications, choose **System** from the **Settings** menu, then select **About**. Under **Device specifications** you will find information about your PC's installed RAM and processor, as well as a few other things. Under **Windows specifications** you can identify your exact version of Windows.

#### 17. Connect to a WiFi Network



To connect your PC to a WiFi network, choose **Network & Internet** from the **Settings** menu, then select **Status**. Under **Network status**, click on **Show available networks**. Select your WiFi name from the list. Enter your password when prompted, and be sure to check the box for **Connect automatically**. This will allow your computer to reconnect to the WiFi network without putting in your password.

## 18. Check for Viruses & Threats



Windows Security is your home to view and manage the security and health of your device.

Open Windows Security

### Virus & threat protection

View threat history, scan for viruses and other threats, set protection settings, and update your protection.

#### ContosoAV

ContosoAV is installed as an antivirus provider.

✔ No action needed.

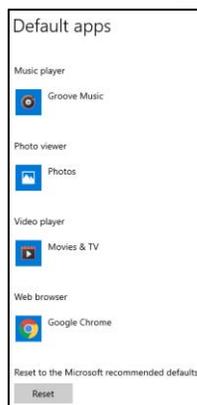
Open ContosoAV

Windows Defender Antivirus options ▾

Your antivirus software will periodically scan your computer for viruses. To “check in” on the software and get a quick snapshot on your PC’s overall health, choose **Update & Security** from the **Settings** menu, then select **Windows Security**. At the top of the main display area, click on the button for **Open Windows Security**. This launches the **Windows Security** app.

Once inside the app, click on **Virus & threat protection** from the left-side menu. In the main display area you will see the name of your antivirus software with a checklist. Green checkmarks indicate “no action needed” and red X’s require further attention. In the case of a red X, a button will direct you to the problem.

## 19. Customize Default Apps



You can change the default app that opens a specific type of program. For example, if you click on a link in an email, you can choose which browser (Edge, Chrome, etc.) will open that link.

To customize your default apps, choose **Apps** from the **Settings** menu, then select **Default Apps**. A list shows each default app, arranged by program type. Simply click on the icon for the current default app, then choose a different one from the list that displays.

**Remember: You must have these other app options already installed on your PC.**

## 20. Uninstall Apps



To remove an application/program from your computer, you must uninstall it. Choose **Apps** from the **Settings** menu, then select **Apps & features**. A list shows all of the applications currently installed on your PC, arranged alphabetically. Simply click on the application you want to uninstall, then select **Uninstall**.

## NOTES