# Introduction to Computers
## Module 3

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This module focuses on introducing basic applications in Windows 10, how to use the desktop and manipulate windows, and an introduction to Cortana.
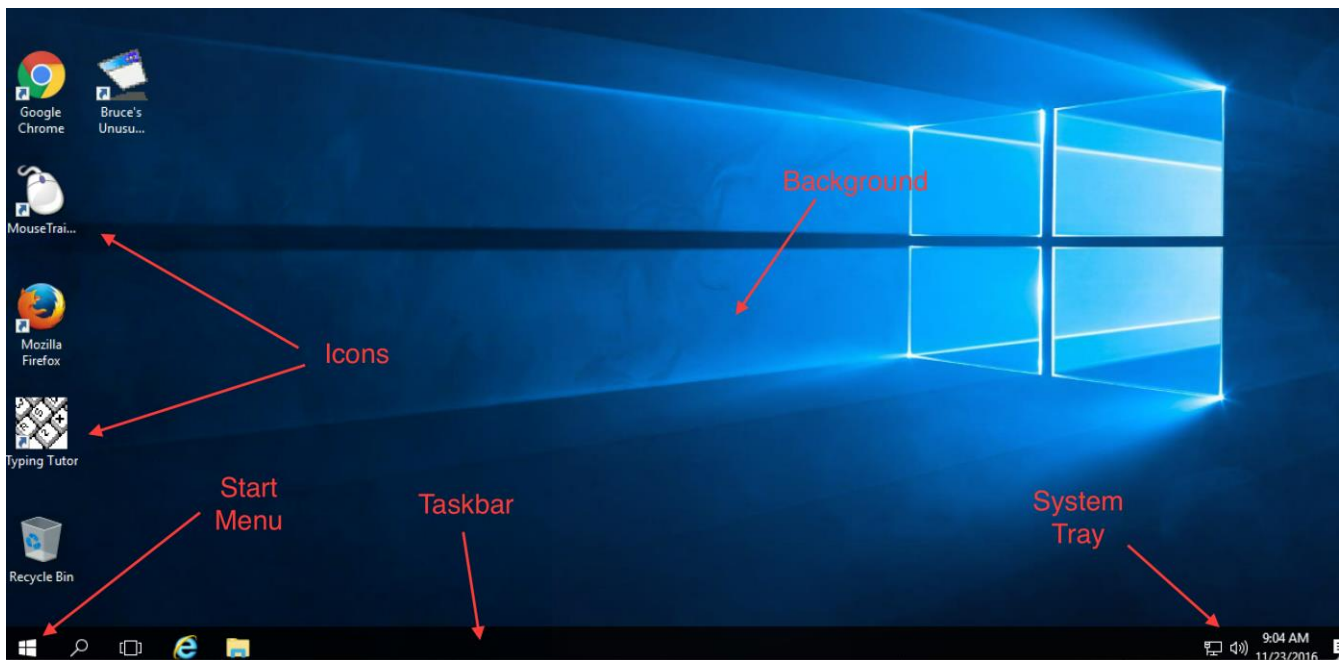
# 1. Review Exercise: Turn on and Log In

## Exercise: Get the computer ready to use

1) Turn computer on (and wait)

2) Log on (Ctrl-Alt-Del; User Name is **student**)

3) Access Windows 10 Machine. If this is the first time, the instructor will provide detailed instructions.

# 2. The Windows Desktop

The way you interact with your computer is through the Desktop.



The main components of the Desktop are:

- Background. This is a picture which can be customized for your computer

- Icons. On the left side of the screen are small pictures with words below them. These typically represent shortcuts to programs or files on your computer that you want easy access to. There is also an icon for the Recycle Bin.

- Task Bar. At the bottom of the screen is the task bar, which shows the programs running on your computer, the programs that are pinned for easy access, and a collection of icons showing the status of your computer.

- Start Menu. On the left side of the Task Bar. Is used to locate programs and files on your computer, to manage the computer, and to shut down the computer.

- System Tray. On the right side of the Task Bar. Is used to provide status and control of your computer (e.g. network connections, audio volume). If there are tasks which the computer has identified needing your attention, there will be a notification in the Action Center at far right. An example of a message that would be shown if an update is needed is shown below.
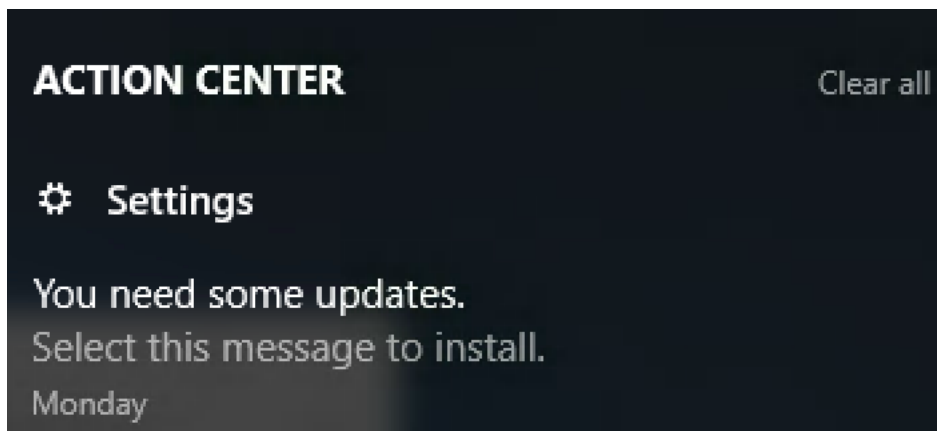


If a message like this appears, it is a good idea to update. Updates can include fixes to programs that affect the security of your computer and fixes that help the computer perform its tasks more efficiently.

If you click on the notification, the computer will tell you what the update involves, and if you choose to install it, the installation will proceed, and you will be given further instructions if necessary. See picture below for an example.

# 3. More About Applications

As we discussed last week, applications are programs that allow you to do useful things on your computer. This module introduces more applications, and gets you comfortable launching them from the Start Screen.

Applications can be used to perform any task you want on the computer. Common applications include:

- Calculator
- Sticky Notes
- Web Browsers
- Word Processor
- Spreadsheet
- Presentation
- Music Player
- Inventory Management
- Email
- Computer-aided Design
- Games
- Computer Management
- Communication (e.g. Skype)

## Launching the Notepad Application

1. Click the start button or the magnifying glass in the task bar.
2. Type **Note** As you type, the characters will appear at the bottom of the Start menu and the applications that match what you have typed will show as Best match or Apps
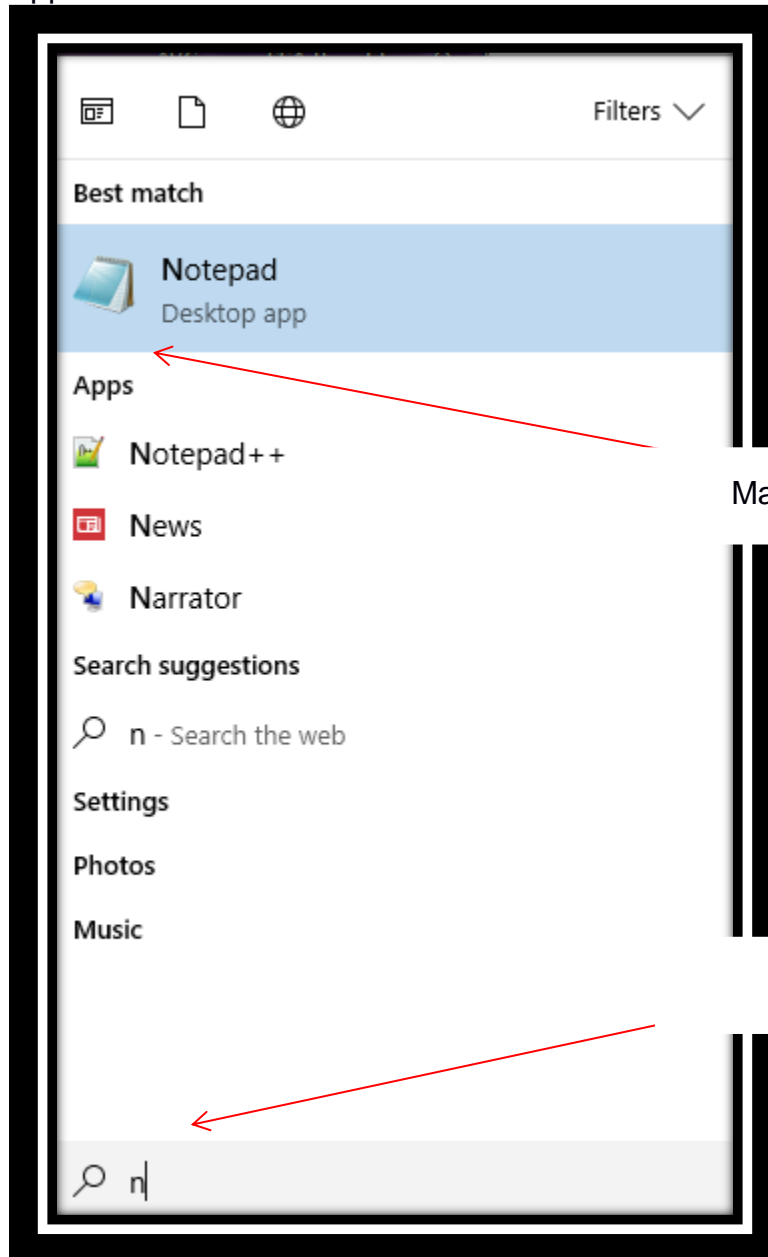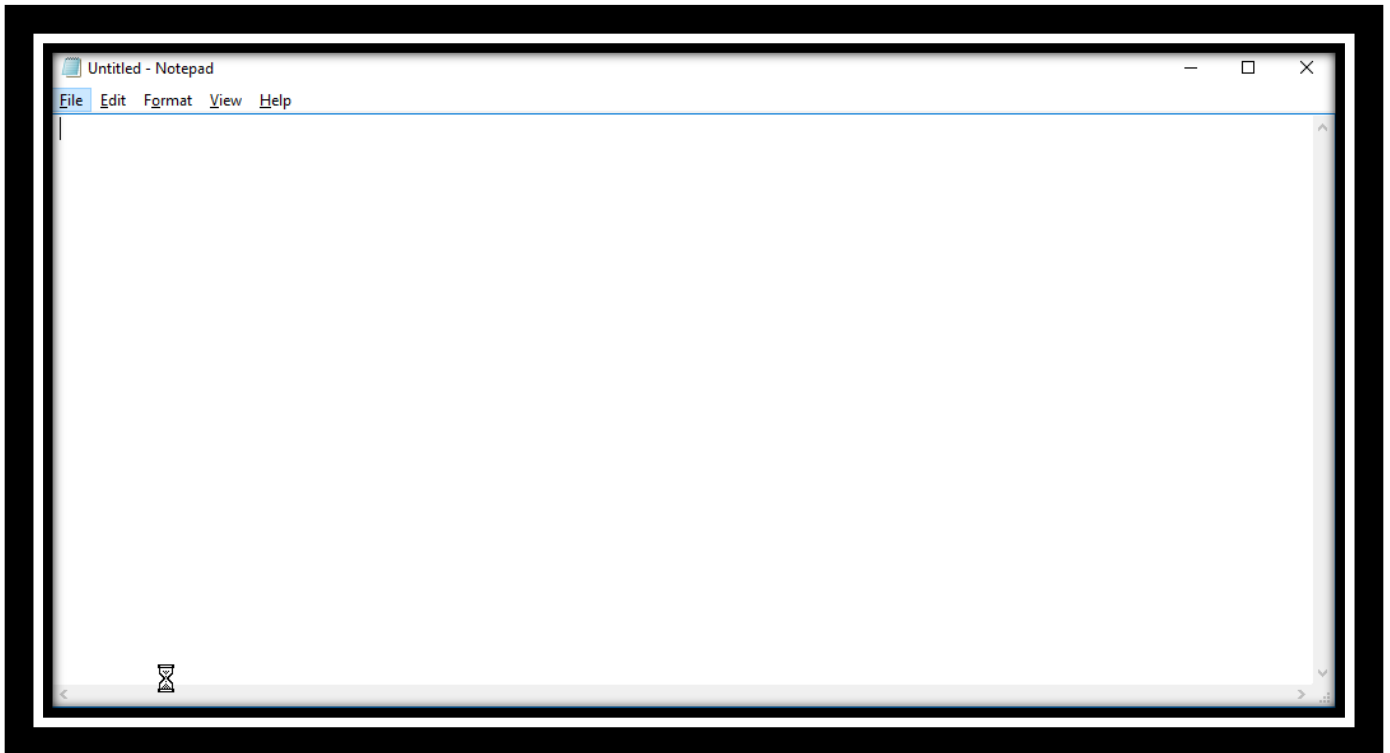


Matching Applications

Typing area

3. Click Notepad

4. The Notepad application will open on the screen



People's Resource Center

# The Window

Each application runs in a rectangular window. The way an application window looks and behaves is common to (almost) all applications under Windows.

Things you can do with a window include:

- Moving the window
- Resize (change the size of the window)
- Minimize (collapse the window into an icon in the taskbar)
- Maximize (take up the whole screen)
- Restore (change from full-screen back to the original size)
- Close (exit the program)

# Moving the Window

You can move the location of the window on the desktop by clicking and holding the mouse button on the title bar at the top (e.g. where it says Notepad) and dragging the window to a new location on the screen. If you attempt to move a window that is full-screen, it will restore to original size and then allow you to move the smaller window.

# Resize the Window

To resize the window, we will use drag and drop, grabbing the window at the very edge or corner.

You can tell you're at the right location when the cursor becomes a double-headed arrow.

While holding down the mouse button, you can make the window smaller or bigger. If you grab it from the side, you can make it narrower or wider. If you grab it from the top or bottom, you can make it taller or shorter. If you grab it from the corner, you can choose any size rectangle.
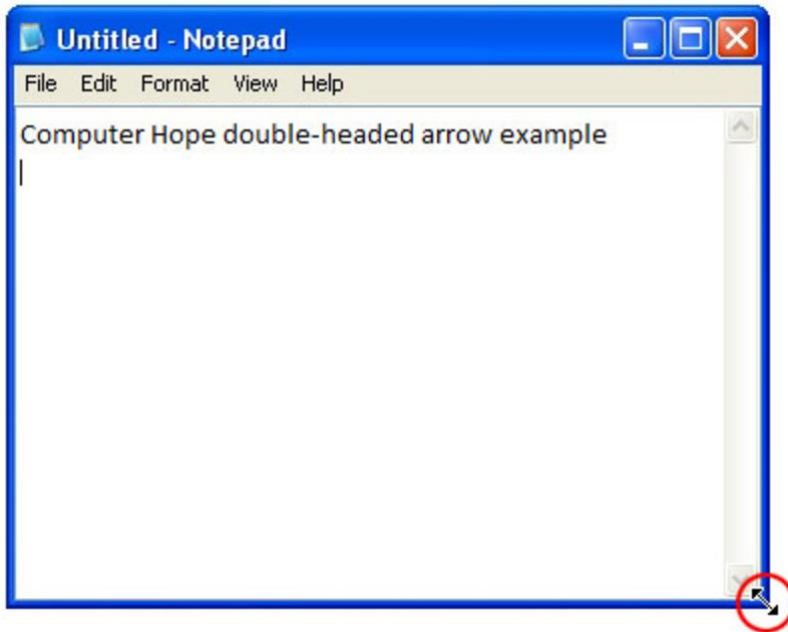
## Exercise: Resize the Notepad application

1. Grab the lower right corner of the Notepad window and stretch the window until it makes a square

2. Grab the lower border and make the window shorter

3. Grab the upper left corner and make it narrower

4. Move the window to the upper right hand of the desktop

## The buttons in the upper right corner of a window



Minimize Button (dash)

The minimize button is used to shrink the window so that it takes up no space at all on the desktop. The program is still running, and can be displayed on the screen again by locating it on the task bar and clicking once.

Maximize Button (square)

The maximize button is used to grow the window so that it takes up all of the space on the desktop. This is useful if you want to focus on one program without any distraction. Once you have done this, you may notice that the square in the upper right corner of the screen has

changed, and become a pair of squares, one in front of the other. If you hover your mouse cursor over that set of squares, you will see that the tooltip for the button has changed to "Restore Down." This indicates that if you click on it now, it will change from full-size to the previous size of the window. The behavior of clicking once to perform an action, and clicking a second time to undo that action is sometimes called a "toggle".

Close Button (X)

The close button is used to stop the program from running on your computer. For example, if you are done using the Notepad, clicking on the X will remove the window from the desktop and throw away the information you have entered. Some programs, particularly ones that allow you to edit documents, may notice that you have unsaved changes, and ask if you are sure you want to exit the program. This is to protect you from accidentally losing some of the work you have done.

## Exercise: Using the Window Buttons

1) If you don't already have it open, open the Notepad Application, as described in **Launching the Notepad** above0.
2) Minimize the Notepad window
3) Click on the Notepad icon in the task bar to redisplay the window.
4) Maximize the Notepad window
5) Restore the Notepad window to it's previous size
6) Close the Notepad program.

# 4. Finding and using a text editing program: Notepad
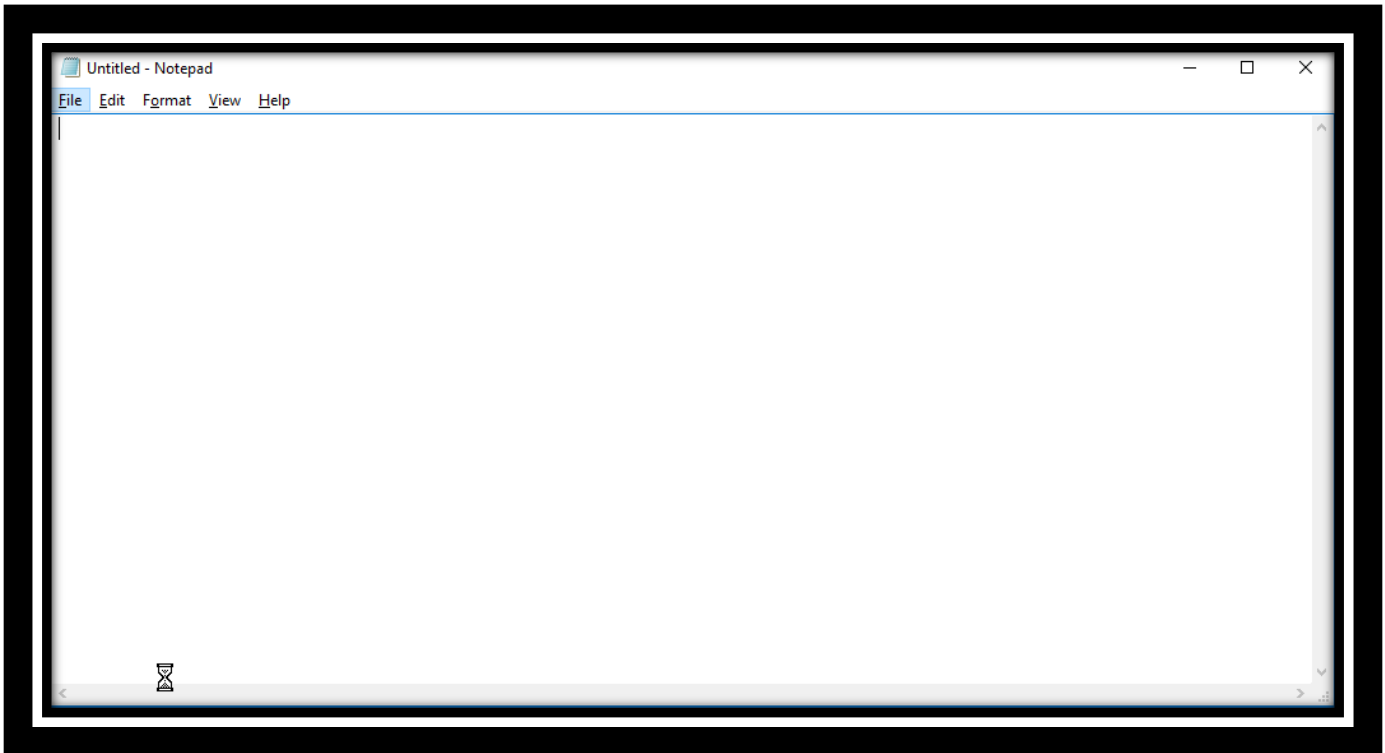
We are going to use Notepad to practice typing and introduce saving a file.

## Exercise: Saving a File

1. On your desktop, open the Start Screen or Magnifying glass
2. Type **note** to locate the notepad program
3. Click on the Notepad program
4. Type **I am taking this class because I want to learn**
5. Complete the sentence
6. Hit the Enter key
7. Type another sentence describing what you will use the computer for at home.

8.  Click on the File menu in upper left corner of the window and choose the Save As… option.
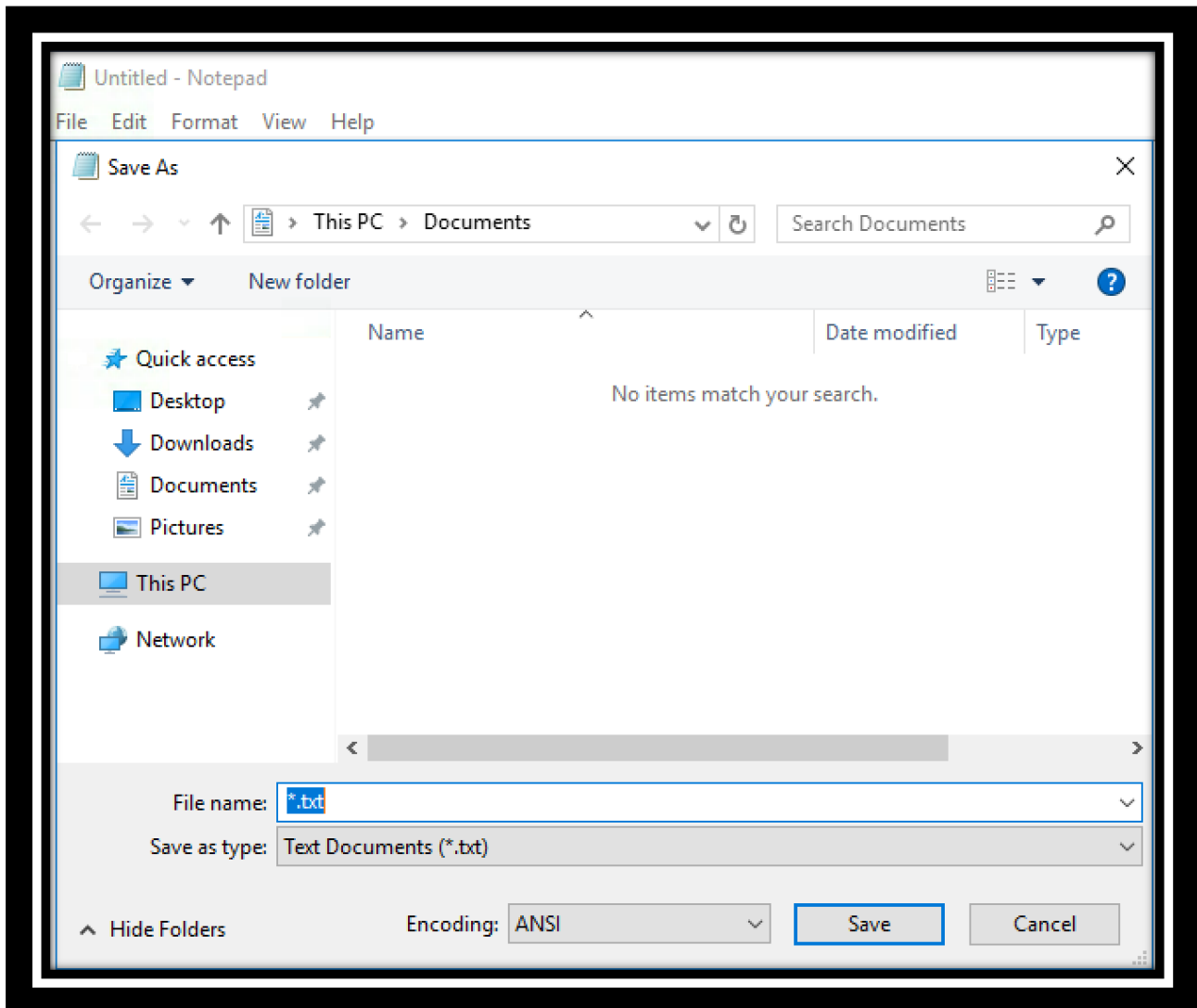


9.  Under Filename, enter your name and click the Save button.
10. Click the X in the upper right corner of the Notepad window

# 5. File Explorer

On the task bar, you can pin the programs that are important and which you always want ready access to. The most important program for managing files on your computer is the File Explorer. This is represented by the file folder icon on the task bar.
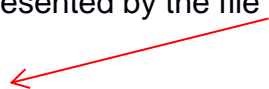
Clicking on the folder will open the File Explorer
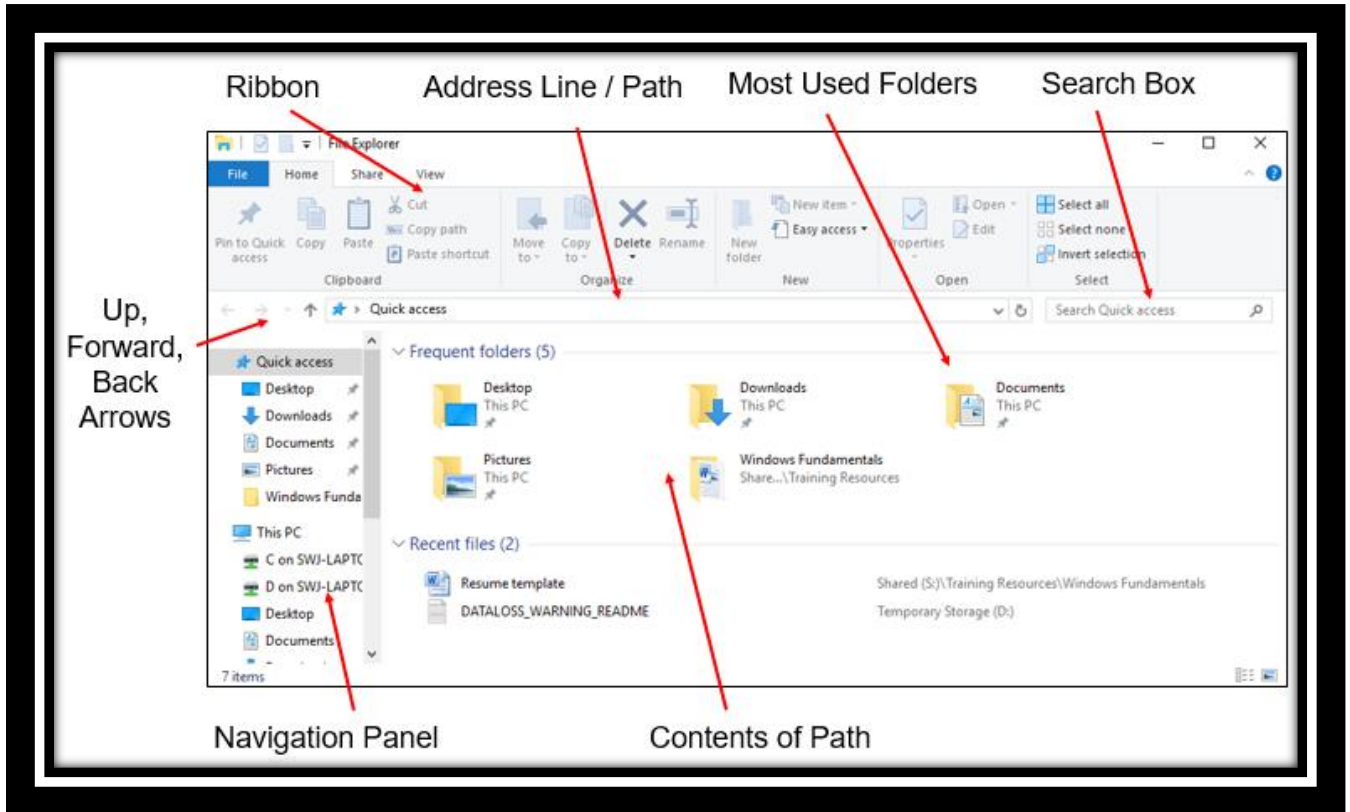


Along the top is a set of menu options which can provide a ribbon to control what you see and do in this window. Below that is an indicator of what information is displayed in the lower right body portion of the window. It will initially be Quick Access to the files and folders you have recently viewed on this computer.

Along the left side is the Navigation Pane- a collection of locations available from this computer, helping provide context of what is displayed. On the right side are the details of the currently selected location.

Three important locations that are available to you from the File Explorer are:

- Downloads
- Documents
- Desktop

Downloads contains any files which you downloaded from the Internet or which were sent to you as attachments in an email.

Documents is the location where you will typically keep any files that you have stored on your computer (letters, resumes, recipes, budget).

Desktop is a view of any files or folders (or shortcuts to files and folders) that you have stored on your Desktop. It will not show shortcuts to programs that are on the desktop.

If you double click on the Documents folder, it will display the list of user document files, including the one just saved from Notepad.
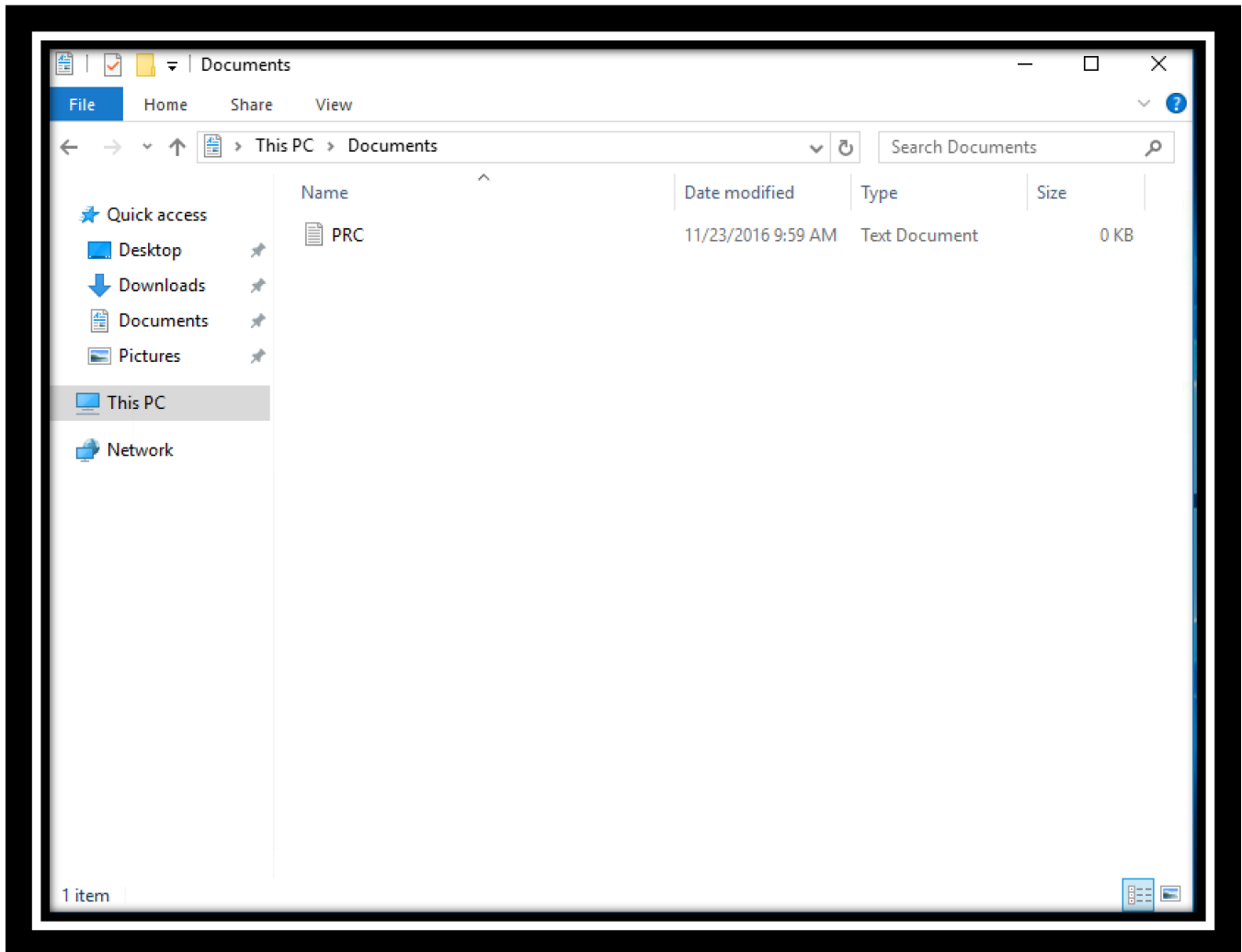


When you see a file you want to do something with, you can click on the file to select it. At the top of the File Explorer, in the Home ribbon, is a list of actions you can perform on the selected file
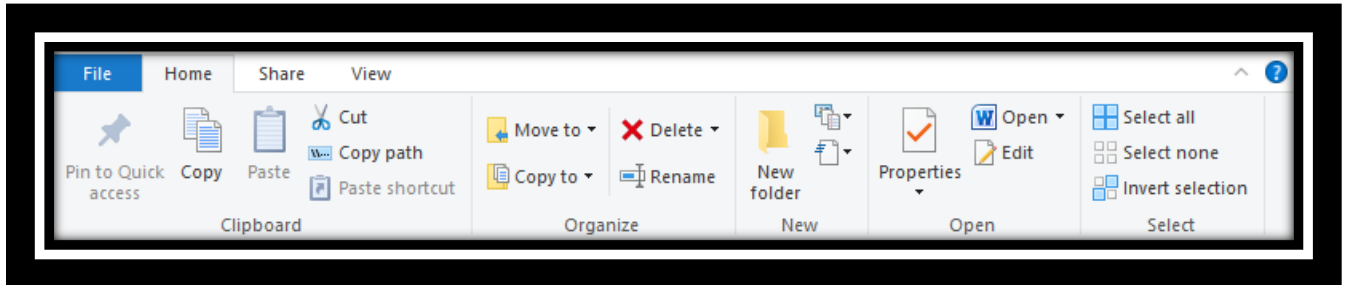
You can left click on an option from the ribbon, and it will perform this operation. For example, if you want to delete the file, you can choose the delete option. In some cases, the system will prompt you for additional information (for example, where you want to move the file to).

Another way to delete this file is to drag the icon for the file and drop it on the Recycle Bin icon on the desktop.



# 6. Introduction to Cortana

You may have heard of some computer programs that you can talk to and ask questions, and it will talk back or do what you've asked. Microsoft Windows 10 has a feature like that, and it is called Cortana.

Cortana is available on standard Windows 10 computers provided by the PRC or purchased, but it is not available on the remote desktop version used in this class. So, to provide an introduction, here is a seven minute video explanation provided by one of the PRC volunteer instructors.:

https://www.youtube.com/watch?v=EsH6s9B8AOw&t=1495

# 7. Exercise: Opening and Using Paint

Open the Paint Program using what you've learned. Practice your drag and drop skills as you draw lines. Hover over the tool icons at the top of the screen to get an idea of what they do and experiment with what kind of pictures you can make as you click on the tools. When you are done, close the program, but do not save your changes.

Notice the Quickstart buttons at the top of the page, with an "Undo" button with the left-pointing arrow, allowing you to undo the last thing you did, and the tabs on the "Ribbon", which gives you different options at the top of the screen.

# 8. Customizing Your Computer

There are times when you want to set up your computer to operate in a specific, non-standard manner.   Examples of these include:

- Changing the Screen Resolution (making icons bigger)
- Configuring mouse for Left-handed use
- Personalizing the background picture

There are two ways of changing these settings- clicking on the Settings (Gear icon) in the Start menu, or by opening the Control Panel application. Some of the settings require the Control Panel, and others can be done from the Settings dialog boxes.

You should use caution when changing the settings on a computer, since some changes will affect the ability of the computer to function normally.

# 9. Typing Practice
# Exercise: Find Typing Tutor on your Desktop, Open it, and start using it.

On your desktop, locate the Typing Tutor icon.

Double click the Typing Tutor icon and follow the instructions on the screen.

# 10.  Vocabulary Summary

Cortana

Cursor

Desktop

Icon

Maximize

Minimize

Resize

# 11.  Review Exercise: Shut down the computer

# 12.  Homework

Practice what we did in class today

Practice typing