Activity Sheet: Windows 10 Intermediate

Activity #1

How to install a program from the internet

1. Open the **Google Chrome** web browser
2. In the address bar, type **www.opera.com** and press Enter
3. Click on the button that says **Download now.** Once the file downloads, it will appear on the bottom left corner of your screen
4. Click on the file **Operasetup.exe**
5. Click on **Run**
6. Click on **Accept and Install**
7. Follow the prompts and complete the instillation process

How to create a desktop Icon

1. Make sure all programs/apps are closed or minimized before you begin
2. Open up the **Start Menu**
3. Locate an app to create a desktop icon out of in **All Apps**
4. Hold down the left mouse button on that icon and drag it to the desktop
5. Release the left mouse button when the icon is in the desired position on the desktop
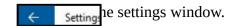
Activity #2

Change default programs

1. Click on the **Start Menu**
2. Click on **Settings**
3. Click on **System**
4. On the left side menu, click on **Default App**
5. At the bottom of the page, click on the current default under **Web browser**
6. From the list that pops up click on **Google Chrome** to make it the new default app

Change the text size of all apps and programs on your computer

1. On the left side menu click on **Display**
2. Find the Slider under **change the size of text, apps, and other items**
3. Move the slider to a new position to see the text size change.
4. Find your preferred text size by playing with the slider

Choose what side bar folders

1. Click on the back arrow in the top right corner of the settings window.
2. This time choose **Personalization**
3. On the left side menu choose **Start**
4. Click on **Choose which folders appear on start** on the bottom of the screen
5. Click on **File Explorer** and **Documents** to activate them in the start menu
6. Click on the **Start Menu** to view the new icons on the bottom left side of the start menu

Activity #3

Closing a program using the task Manager
1. Open up **VLC media player** rom the desktop icon or all apps list in the start menu
2. Open **Task Manager** by holding down **Ctrl + Alt + DEL** at the same time and left clicking on **Task Manager**
3. Click on VLC media player in the list that appears
4. Click on **End Task** to close out the program

Disable programs from starting up when you turn on your computer
1. In the Task Manager window, click on **More details** in the bottom left corner
2. On the top of the window click on the tab labeled **Startup**
3. Click on **Microsoft OneDrive**
4. Click on the **Disable** button on the bottom right corner

Activity #4

Uninstall programs and apps from your computer
1. Open the **Start Menu**
2. Open **Settings**
3. Click on **System**
4. Click on **Apps and features** on the left side menu
5. Scroll down the list and click on **Opera**
6. Click the **Uninstall** button, and then in the small pop-up, click on **Uninstall** again
7. Follow the popup window prompts to complete the uninstallation process