



Design Document: Windows 10 Intermediate

Class Description

Learn more about interacting with Windows 10 including adding desktop icons, exploring settings, using task manager, understanding Windows defender, uninstalling programs, and using the Windows store.

Curriculum Track

Basics

Audience

Adults who have attended Windows 10 Basics

Course Length

90 minutes

Training Method

Demonstration, Guided Exploration, Independent Exploration

Purpose

The purpose of this session is to help participants feel comfortable with some of the more advanced features of Windows 10

Equipment Requirements

Projection screen, laptop with internet connection, laser pointer,

Software Requirements

Windows 10 Operating System

Material Requirements

Pens or pencils, Activity Sheet, Handout, participant surveys

Learning Objectives

At the end of the session, learners will be able to:

- Create a desktop icon
- Access and adjust settings
- Change settings for things like font size, default apps, etc.
- Install a program
- Uninstall a program

Assessment Technique(s)

Successful completion of activities

Content Outline

Prep (2-3 mins)

- Boot up the computers with Windows 10. If you do not have Windows 10, use the PowerPoint presentation instead. The preferred method to teach this class is in Windows 10
- **At the beginning of the class**
 - Remind students that this class has activities where they can try every concept you learn about in the lecture portions. Encourage them not to follow along during the demo, instead have them ask questions and take notes until you get to the activity.

- **Installing Programs**

- Explain to students that installing a program is different every time but it usually follows the steps outlined below:
 1. Download the program from the company's website
 2. Open and Run the downloaded program
 3. Follow the step by step installation pop-up window
 4. Open the newly installed program
- Demonstrate to the class how to download and install Opera Web Browser using Edge
 1. Open a web browser
 2. Go to www.opera.com
 3. Click on Download Now
 4. Open the .exe file that downloaded
 5. Show the class what is in the **Options** menu
 6. Click on **Accept and Install** to install Opera to your computer
- Use the newly downloaded Opera web browser to install Malwarebytes and show a different installation process
 1. Go to <https://www.malwarebytes.com/>
 2. Click Free Download on the Malwarebytes page and run the program
 3. Follow the steps and explain to the class many programs are longer like this one and to just follow the prompts
 - ✓ When the prompts asks you where to install the program, the default location is fine
 - ✓ Advise participants to read the installation pages carefully. Free programs often make money by pushing free trials and other services during installation.
- Next explain that you can also install apps from the Windows Store located as a tile in the state menu or in all apps
 - Once you have opened up the Windows Store show the class how to install apps
 1. Open up the **Windows store** through the start menu
 2. Type in the search bar in the top right corner **Netflix** and hit enter
 3. Show the class around the app page including reviews, descriptions, and screen shots
 4. Click on **Get the app** to install the app on your computer
- Finally explain to the class that you can also purchase many other things from the store such as movies, music, and books.

- **Adding Desktop Icons**

- Most apps allow you to create a desktop icon during installation. If it does not offer that option or you later chose to add one, follow the steps outlined below to create a desktop icon:
 1. Make sure all other windows are minimized or closed so you are looking at the desktop
 2. Open the Start Menu
 3. Find the app you want to create a shortcut for
 4. Click and hold on the app name, then drag it out of the Start Menu and onto the Desktop

ACTIVITY: Have participants complete **Activity #1** on the *Activity Sheet*

- **Settings**

- Show students that they can access **settings** from the **Start Menu** by clicking on the gear icon
- Explain that this includes all settings for your PC, such as text size, updates, color schemes, backgrounds, default apps/programs, etc.
- Show the class how to change the size of text and apps universally

1. Access Settings and click on **System**
 2. Verify that you are on the **Display** tab (if not, click on it)
 3. Use the slider under the words **Change the size of text, apps...** to change text and app size
 4. After you have modified the option go to www.nytimes.com to demonstrate the change
- Show the class how to change default apps
 1. From the **System** window, select the **Default apps** tab on the left side of the window
 2. Select the app you want to make default. In this case lets choose **Web Browser**
 3. Click on the current default app (which should be Edge) under **Web Browser** and choose **Google Chrome** as the next default app by clicking on it in the pop up window.
 - Show the class how to change sleep settings
 1. Once in settings click on **System**
 2. Next choose the **Power & Sleep** tab from the left side of the window
 3. To change sleep times click on the drop down menu under **Sleep**
 4. To change screen time out times click on the drop down menu under **Screen**
 5. To change computer performance settings click on **Additional power settings** under **Related settings**
 6. Select **high performance** for a desktop computer or **Balanced or Power saver** for laptops
 - Show the class how to change mouse settings
 1. Once in settings click on **Devices**
 2. Next choose the **Mouse & touchpad** tab on the left side of the window
 3. To change mouse wheel speed move the sliding bar under **choose how many lines to scroll each time**. The further right the faster the wheel will scroll
 4. For more options click on **Additional mouse options** under **Related Settings**
 5. From this new **mouse properties** window choose the **Pointer Options** tab
 6. Next use the slider bar under **Select a pointer speed** to change how fast or slowly the mouse moves.
 - Show the class how to add and remove start menu options
 1. Once in settings click on **Personalization**
 2. Show the class the variety of settings you can change about the Start Menu
 3. Click **Choose which folders appear on Start** to modify start folders
 4. Toggle the switches under the folders you would like to appear on the left hand side of the Start Menu
 5. Show the class the changes after you have added a couple folders to the start menu
 - Show the class how to change the Taskbar settings
 1. Once in **Settings**, click on **Personalization**
 2. Next choose the **Taskbar** tab on the left side of the window
 3. Point out the various options, including how to move the Taskbar around by using the drop down menu under **Taskbar location on screen**
 4. Show them how to change Taskbar icon sizes using the **use small taskbar buttons** switch

ACTIVITY: Have participants complete **Activity #2** on the *Activity Sheet*

- **Task Manager**

- Explain that the task manager can be accessed to change start up programs as well as force programs to close when they are unresponsive.
- Explain that in Windows 10, Task Manager has a different look and more options than the previous operating systems.
- To access Task Manager:
 1. Press **Ctrl+Alt+Del** on your keyboard at the same time. A blue screen will appear.

2. Click Task Manager. This returns you to the Desktop and opens the Task Manager window.
- Task Manager can also be opened by pressing Ctrl + Shift + Esc at the same time.
 - Clicking on **More Details** on the bottom right of the Task Manager window will show you details for all of the programs/apps running on your computer
 - Show the class how to close an app/program
 1. Open Task Manager
 2. Expand your view by clicking on **more details**
 3. Click on the program you would like to close down
 4. Click on **End Task** in the bottom right corner of the window
 - Click on the **Performance** tab to show the amount of CPU, RAM, hard drive, and internet activity happening in real time.
 - Show the class how to disable an app/program from starting up with Windows 10
 1. Open Task Manager
 2. Click on the **Startup** tab
 3. Click on the program you wish to not start with Windows
 4. Click on the **Disable** button in the bottom right corner
 - Inform students of the following facts about disabling programs at start up
 - You cannot break your computer or disable something you need from this menu
 - You can come back and re-enable these programs to start up with Windows at any time
 - This does not disable a program permanently. You can still manually open this program even if you disable it to startup with Windows.

ACTIVITY: Have participants complete **Activity #3** on the *Activity Sheet*

- **Windows Defender**

- Explain to the class that Windows Defender comes free with Windows 10 and is a built in antivirus program. Paid versions like Norton or Kaspersky offer more robust options, but Defender provides a good, basic antivirus software.
- Using the Windows 10 Intermediate PowerPoint, use the screenshots to demonstrate how you could run a virus scan. If your library allows Defender to run, then perform a live demo:
 - Open Defender by double clicking on the shield icon on the right hand side of Task Manager
 - Under the **Home** tab, choose the **Scan** option. Select **Quick**
 - Click on **Scan now**
- Explain to the class that Windows 10 automatically updates Defender with Windows updates, but you can manually do it under the **Update** tab
- Show students the **History** tab which displays any viruses and delete them by choosing **Quarantined items** and clicking on **View Details**

- **Uninstalling Programs/Apps**

- Show the class how to uninstall a program from their computer
 1. Open up **Settings** and click on **System**
 2. Click on the **Apps & features** tab
 3. Choose an app such as **Google Chrome** by clicking on it
 4. Click on the **Uninstall** button
- Explain to the students the following
 - Uninstalling programs works the same way, but some may have extra steps which it will guide you through

- Avoid uninstalling important things such as drivers, Adobe Flash, Java, etc. Ease the classes anxiety by reminding them it can all be reinstalled so it is OK to make mistakes.
- Your computer is filled with programs/apps you likely never heard of or use, so feel free to clear out as much as you want.
- If people are familiar deleting programs using the Control Panel, that option is still available.

ACTIVITY: Have participants complete **Activity #4** on the *Activity Sheet*

Wrap Up/Closing

- Review activities & Point out reference on last page
- Answer questions from participants
- Thank participants for coming and ask them to complete the class survey before leaving