



Introduction To Computers (Windows 10)

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Lesson 1: Getting To The Desktop

1. To switch on a computer you use the power button, this is a universal symbol for how to power on devices.

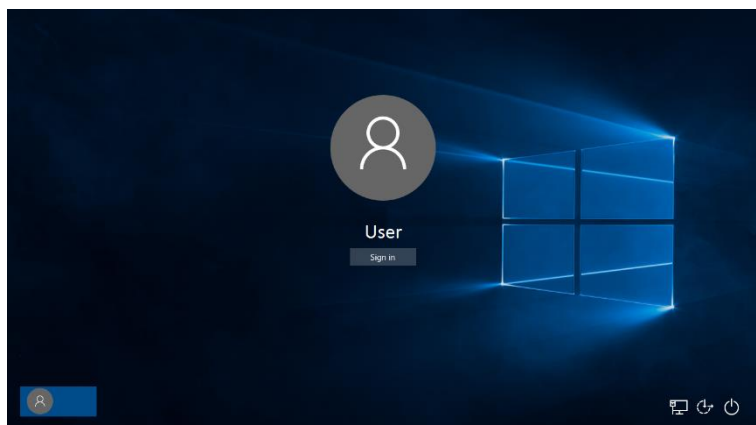


When you press this button your computer will start “booting up”. This means your computer is getting ready to be used and can take anything from 30 seconds to 5 minutes depending on the computer.

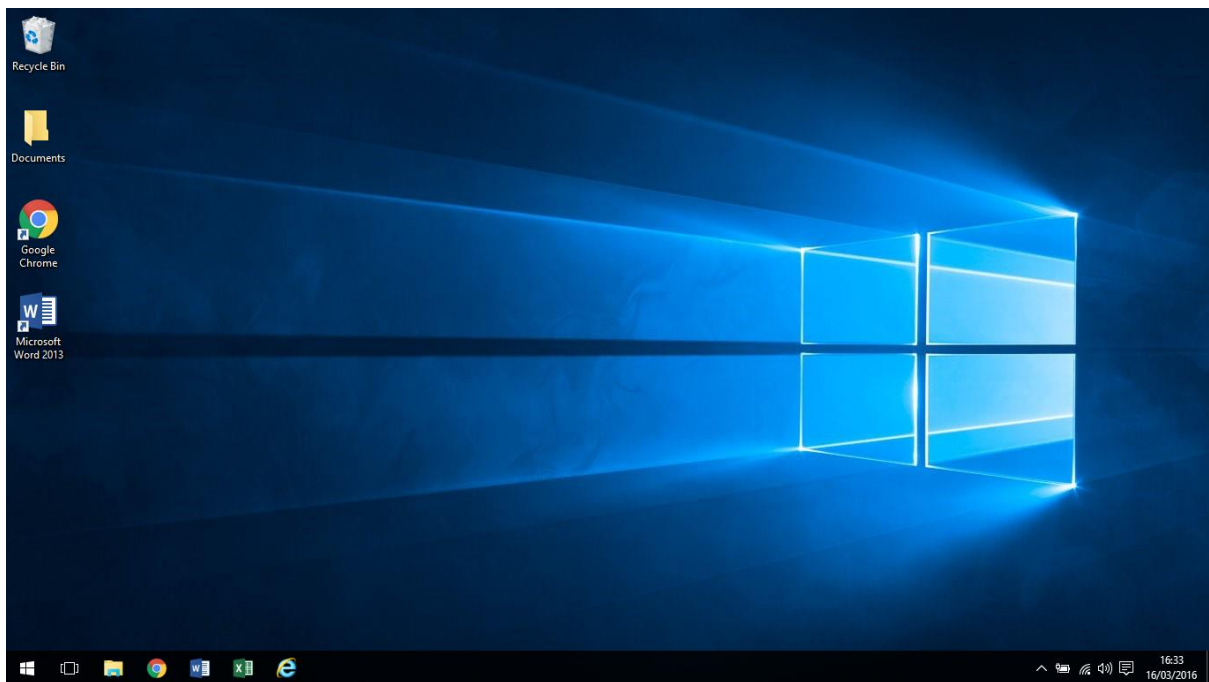
2. Once the computer powers up after a short period of time you will come to a screen with a random artistic image as the background.



3. Press the left mouse button once and it will disappear and be replaced with this. Click on “Sign in” with the left mouse button. If you have a password type it into the box that appears and click the arrow button. (If there isn’t a password created it will just sign in straight away).



4. Windows will now load up and you will eventually come to a screen called the **Desktop**.



The Desktop is split into two areas. The strip at the bottom, with the clock to the right and the square, window shaped **Start button** to the left, is called the **Taskbar**. We will explore this area in a different section. But here's a closer look at it.



The rest of the Desktop is the space where all your programmes will appear when you start them up. This space contains default background wallpaper, but it can also contain shortcuts to programmes, documents and folders.

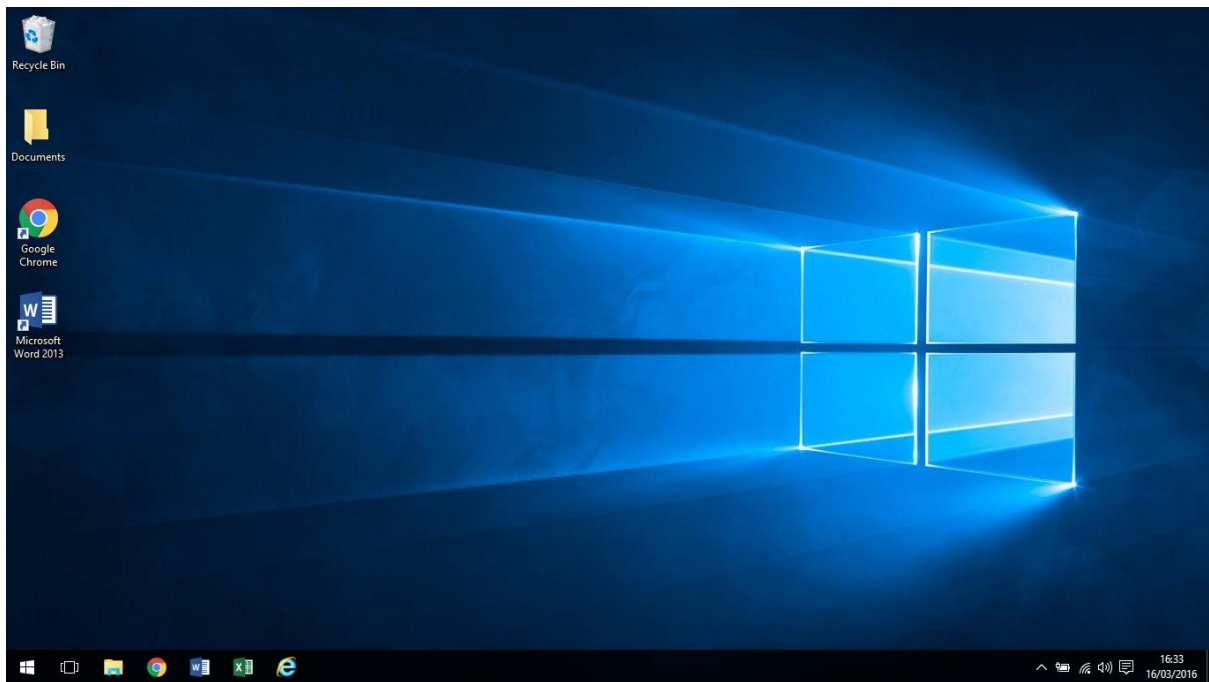
Desktops can be customized and can look different depending on which computer you're using. For example a public network like the library may have a computer setup to use their own logo on the Desktop and use different software to access the internet. What is best to do is take your time to familiarise yourself with the computer you are using.

Imagine your Desktop is just that the top of a desk, computers are designed around the working world the office in particular. The Desktop was designed so you have everything at hand just like sitting at your desk.

Lesson 2: Icons and folders

1. You can customise your Desktop by adding Icons or keeping the files you are currently working with on the Desktop. But for the moment you will have to get familiar what these Icons and files look like.

Icons are symbols for what programs you want to launch from your Desktop,



There should be some Icons and folders on your Desktop

Let's have a look at some Icons you may have in more detail:

2. These are **Web Browsers** we use for browsing the internet so we can visit websites and search for information - we'll look at these in detail in another lesson.

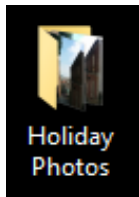


Check the computer you are using to see what is on the **Desktop**, it may even have them all

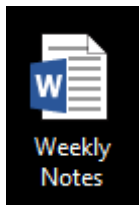
3. There are also other Icons, you can create Icons “ **Also Known As Shortcuts**” they are shortcuts on the Desktop so we don’t have to delve deeper into the computer to find the programs we want to launch.



This is an Icon and shortcut to access **Microsoft Word**, “A word processing programme for creating CVs, writing letters, and creating brochures



The Desktop you are using may have folders; folders are usually used to keep a bunch of files all in the one place and can be a good way of organising all your documents.



This is a Microsoft Word File, a file you create when using Microsoft Word. For example if you create a letter called Hello Katie using Microsoft Word and then saved it on your Desktop the file would look like this.

Lesson 3: The Taskbar




1. The **Taskbar** is the thin strip that runs across the bottom of your screen. It is split into a number of different areas: a Start button, Quick Launch icons, a notification area, and a clock. All other areas are the Taskbar itself. The image below shows the left hand side of the taskbar.

Windows Explorer: Sometimes known as “File Explorer. This allows you to access the filing system of your computer where you have saved files and photos

Quick Access Icons: You can add or “pin” shortcuts to your favourite programs to the taskbar so all you have to do is click on them once and they’ll open immediately. These will likely be different on your computer



Battery Gauge: This will show you how much battery you have left

Network: This will show you if you’re connected to the internet or not. In this image we can see we’re connected to a wireless internet signal. If we were connected by cable the icon would look like this  and if we were not connected to the internet at all it would look like this  or 

Volume: Click on this and you can adjust the volume of the speakers

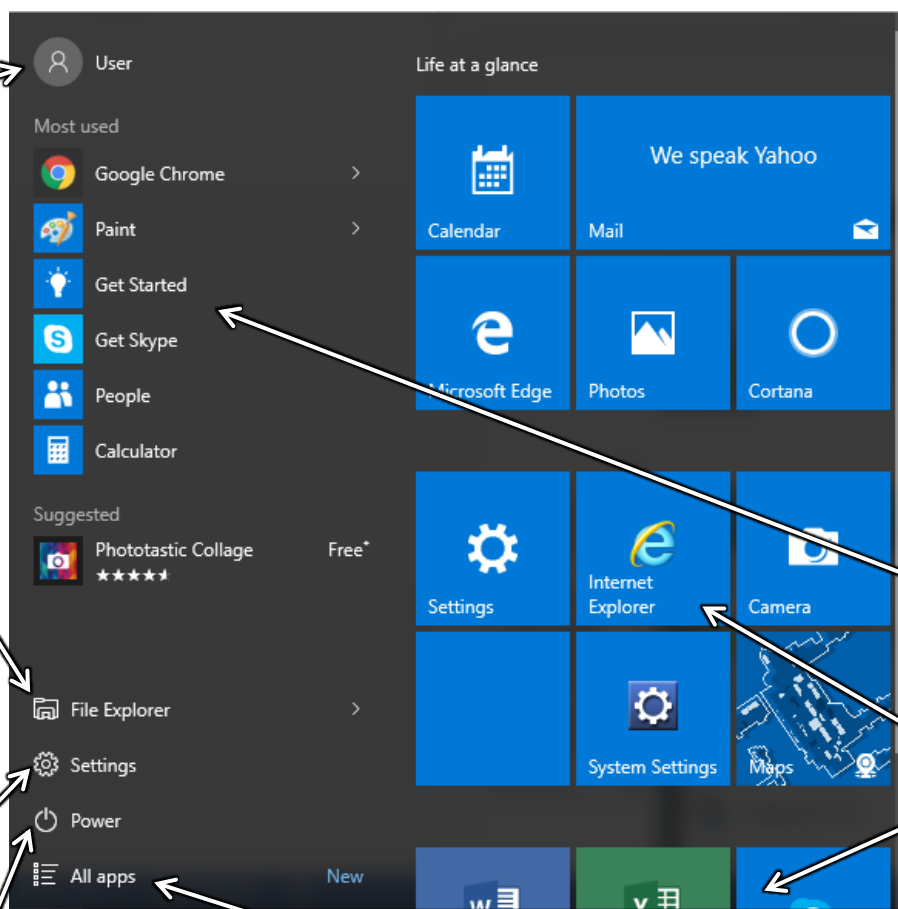
Date And Time: Click on this and you can also view the calendar

The Notification Area: This advises you of any important events happening on your computer such as updates being added or security issues.

Lesson 4: The Start Menu

The Start Menu is on the Taskbar at the bottom left hand corner of your screen and is where we can access more programs, access settings and turn off your computer.

1. Left click on Start Menu Icon bottom left of your screen and the start menu will appear.



User: This displays the name of the user logged into the computer

File Explorer: This is where you access the filing system of your computer to locate files and folders. You can also access the DVD and Memory Sticks from here

Settings: Where you can change the settings of your computer

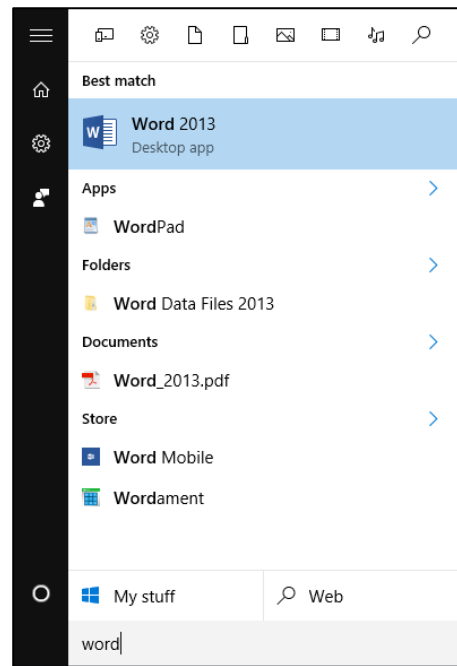
Power: You can shut down, restart or even make your computer go to sleep with this button.

All apps: This where you can access all the programs/apps on your computer.

Life at a glance: This is where you access things like your calendar, photos, internet browser and email apps

Programs you use the most appear in this pane but can also be pinned here and here on the Start Menu in named groups

2. You can search your computer for a certain program or specific file by simply typing in the name of it after you've clicked on the start button. Type **Word** now and the computer will search for it. A list should appear with "Microsoft Word" as the first result. If you were to click on this it will open up the program (we'll be doing this later).



3. Press the **ESC** key at the top right of your keyboard once to close the start menu.

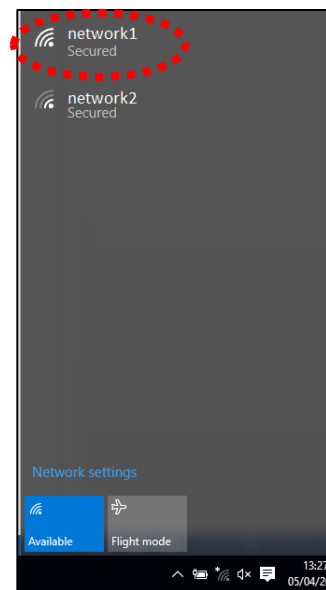
Lesson 5: Connecting To Wi-Fi

In this lesson we will look at connecting to the internet using Wi-Fi or wireless internet. Before going ahead make sure you are in an area where there is Wi-Fi available, you know the name of the network and that you have the password to access it

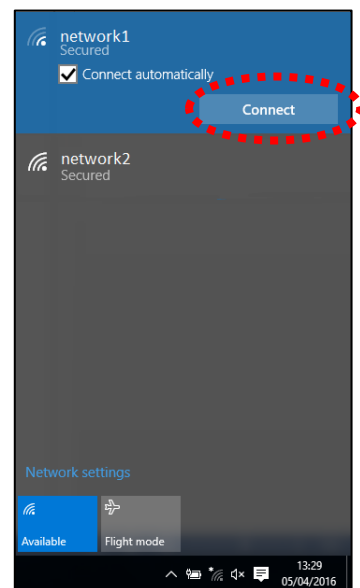
1. Click once on the wireless icon at the bottom right of the taskbar.



2. Click once on the network you want to access

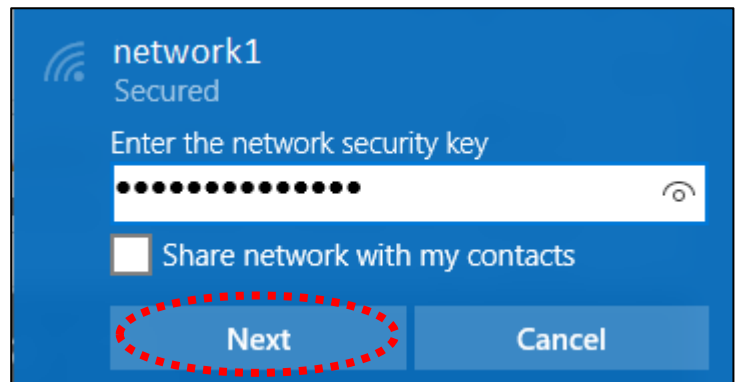


3. Click once on "Connect".
(Keep the box for "Connect Automatically" checked as it means you won't have to do this procedure again to connect to this network.)
It may say "Checking Network Requirements" for a few seconds.



4. Type in the password (sometimes known as “The Key” or the “WEP”).

You will see that it comes up as little dots. This is for security so that no one looking over your shoulder can see what you’re typing. The click on “Next”



5. If all the details are correct it should connect in a few seconds



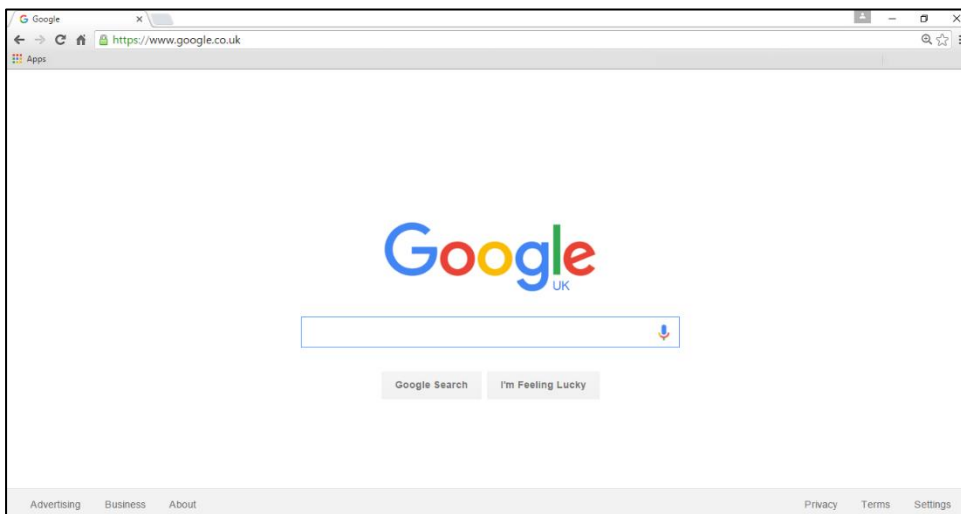
6. Press the “ESC” key at the top right of the keyboard to come out of the network connections. You are now connected to the internet!

Exercise 1: Multitasking By Using the Taskbar

1. Open up a Web Browser, depending on what browser your computer has.



2. Your browser should open up and you should have a page that looks similar this one.




3. Let's examine some of the elements at the top Right of the Web Browser. Tip move over any them with the mouse cursor and will tell you what each symbol means.

Minimise: Shrinks the program down to the taskbar at the bottom of your screen, but does not shut it down

Maximise: Makes the program expand to fit the screen monitor so you can see as much as possible.

Shuts down the program you are using



4. Left Click the Minimise button.

5. You will now only see the Desktop and the taskbar running along the bottom.

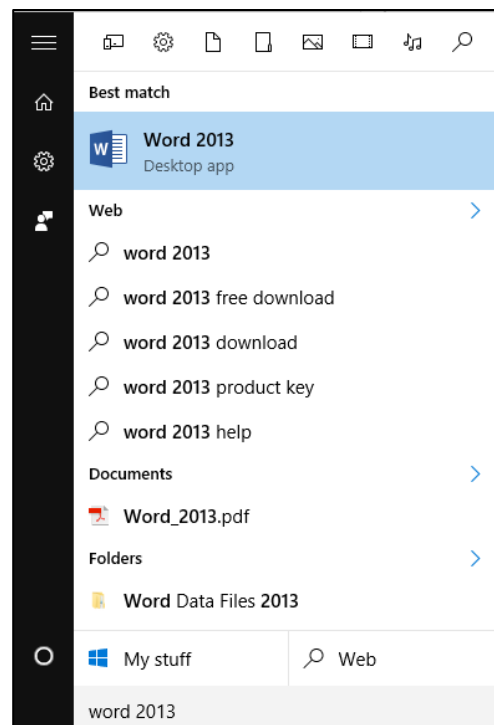


Chrome is still highlighted. This means the program is still there but is hidden from you so you can see the Desktop.

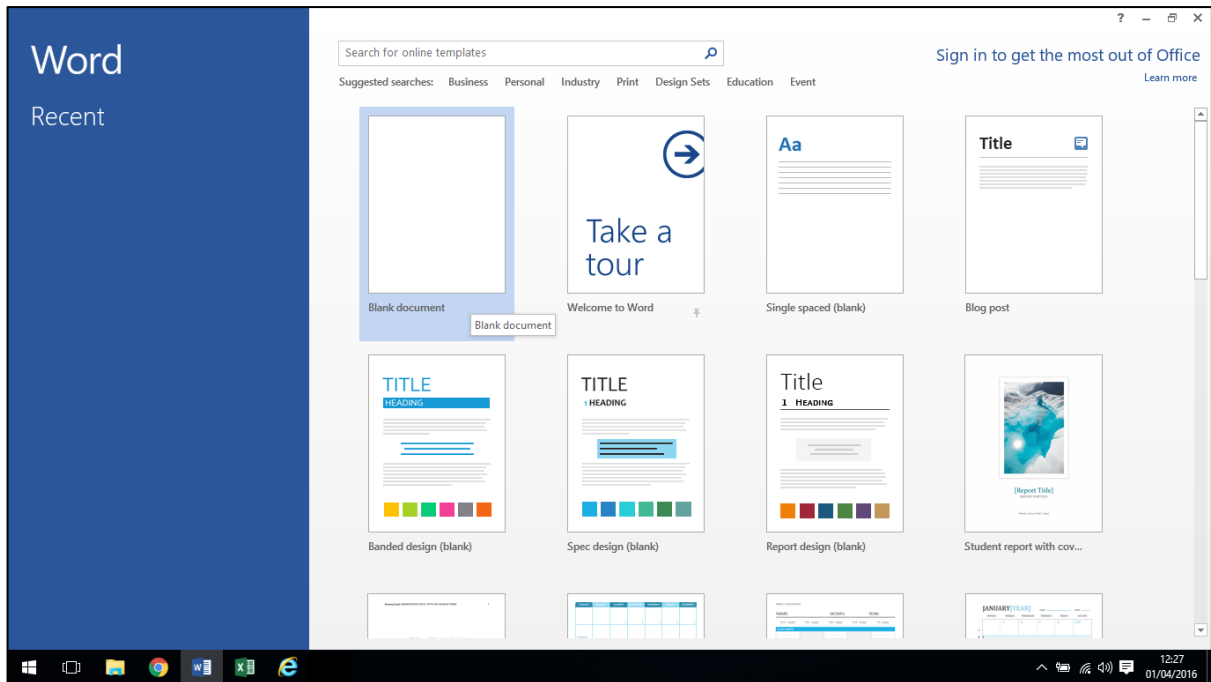
6. **Left Click** on the highlighted **Chrome** icon on the taskbar to restore your page.
7. **Left Click** on the **Chrome** icon on the task bar again. You will notice this also minimises the program.
8. Click on **Start Button** on the bottom left hand corner of the screen to Access the Start Menu.



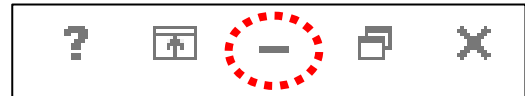
9. Type **Word 2013** on the keyboard and this should appear:
10. Click once on the “Word 2013” icon and the program should start.



11. Microsoft Word has now opened and your screen will look like this.



12. Most programs on a computer use the same way as to minimise or to close a program as a web browser does. Look up the top right of Microsoft Word to view the same layout. Click on Minimise



13. You will now see the Desktop but you will still have Microsoft Word open on your taskbar and your Internet Explorer a web browser still open and will look like this.



As you can see Word is open and so is Chrome the programs are there and still open but are minimised to the taskbar. All other Icons are closed and are not in use and as you can see are not highlighted.

14. Click on the Icon for **Word** Again to make it pop up again.



15. Click on the Icon for **Chrome**.



16. Chrome web browser will now be open. Click on **Minimise** up the top left of the web browser



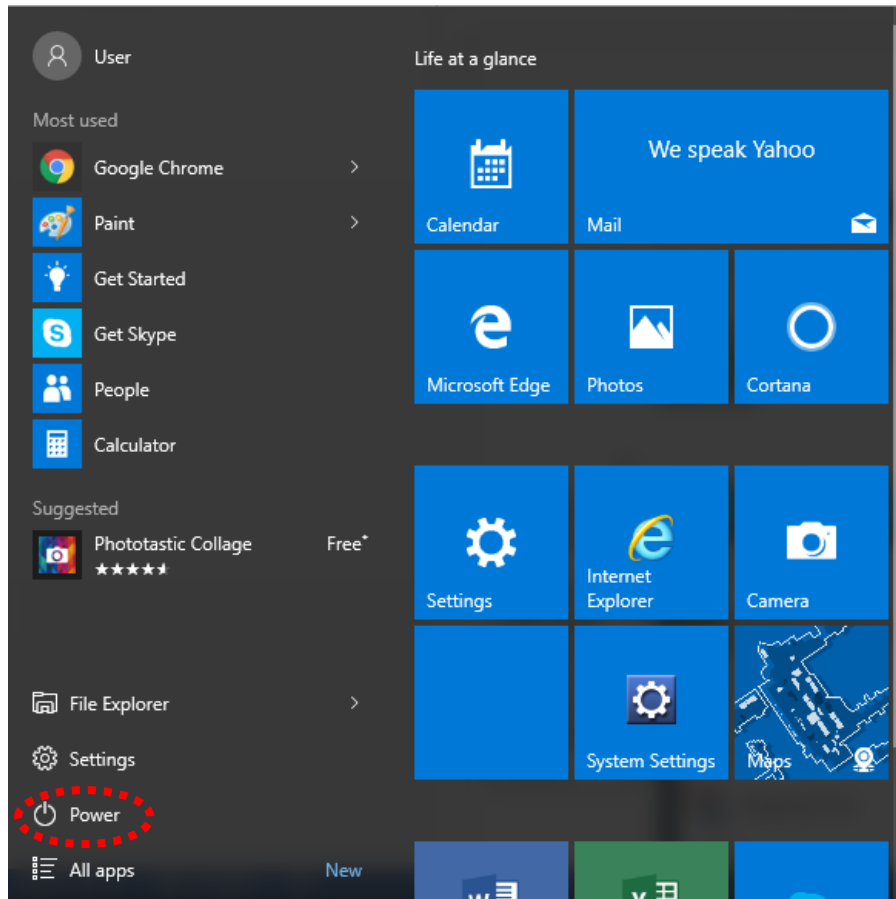
You will now see Microsoft Word on your screen. In this exercise we opened up Microsoft word first and then we opened up Chrome. So if you close Internet Explorer, Microsoft Word will be the page that you see and then all you have to do is minimise Microsoft word to see the Desktop, programs you open up will stack up on each other in this manner, but to get to any program faster click on your desired program you want to open up on your taskbar.

Tip: Minimising every program will get you back to the Desktop but you can hold down the Windows keys on your keyboard and press the “D” key.



Exercise 2: Shutting Down The Computer

1. Click on the **Start Menu** at the bottom left hand corner of your screen.
2. Now click on **Power** at the bottom left



3. A drop down with three options should appear. Click on **Shut Down**. Your computer should power down in a few minutes.

