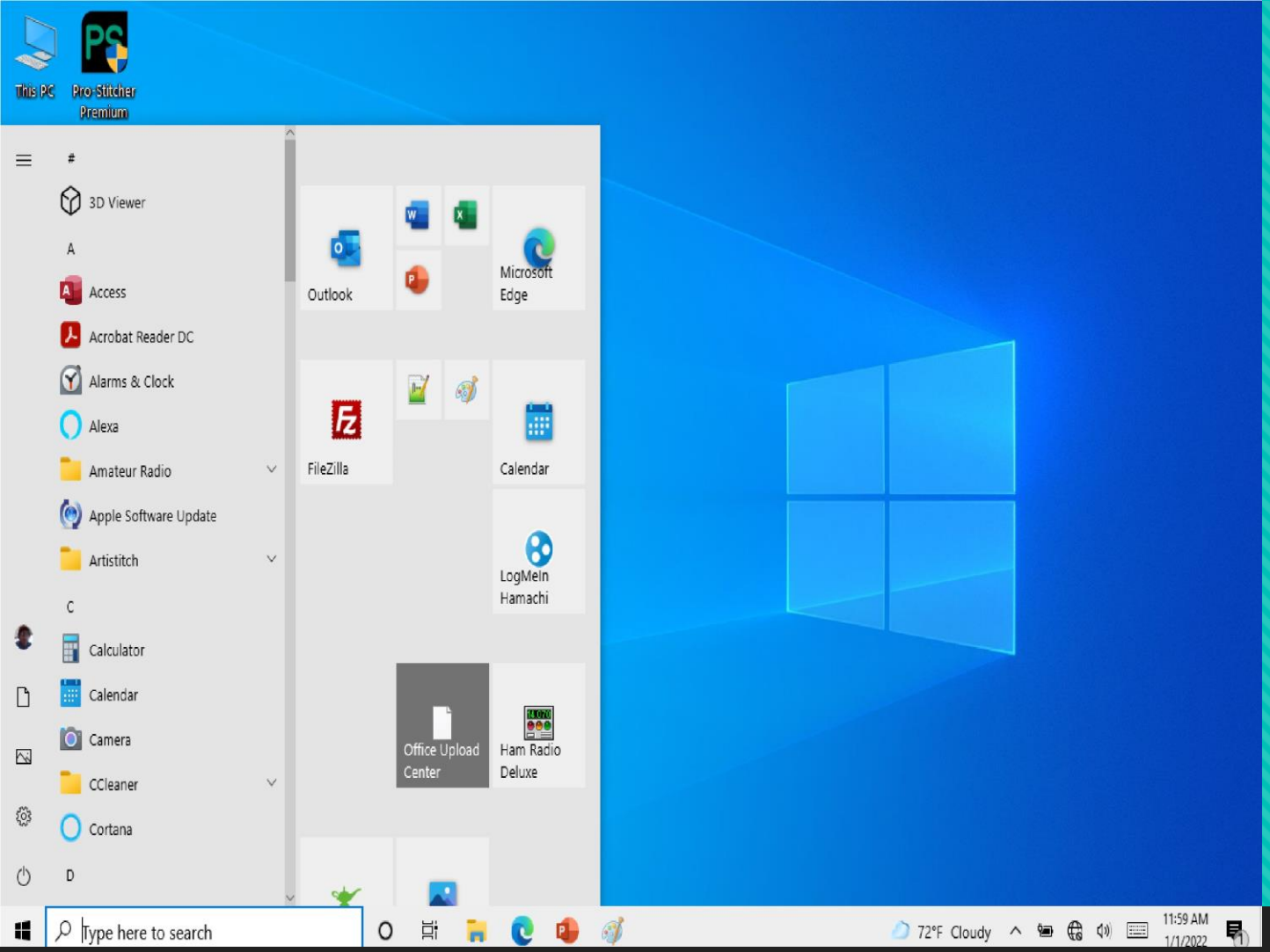
Basic information for using Windows 10

January 4, 2022

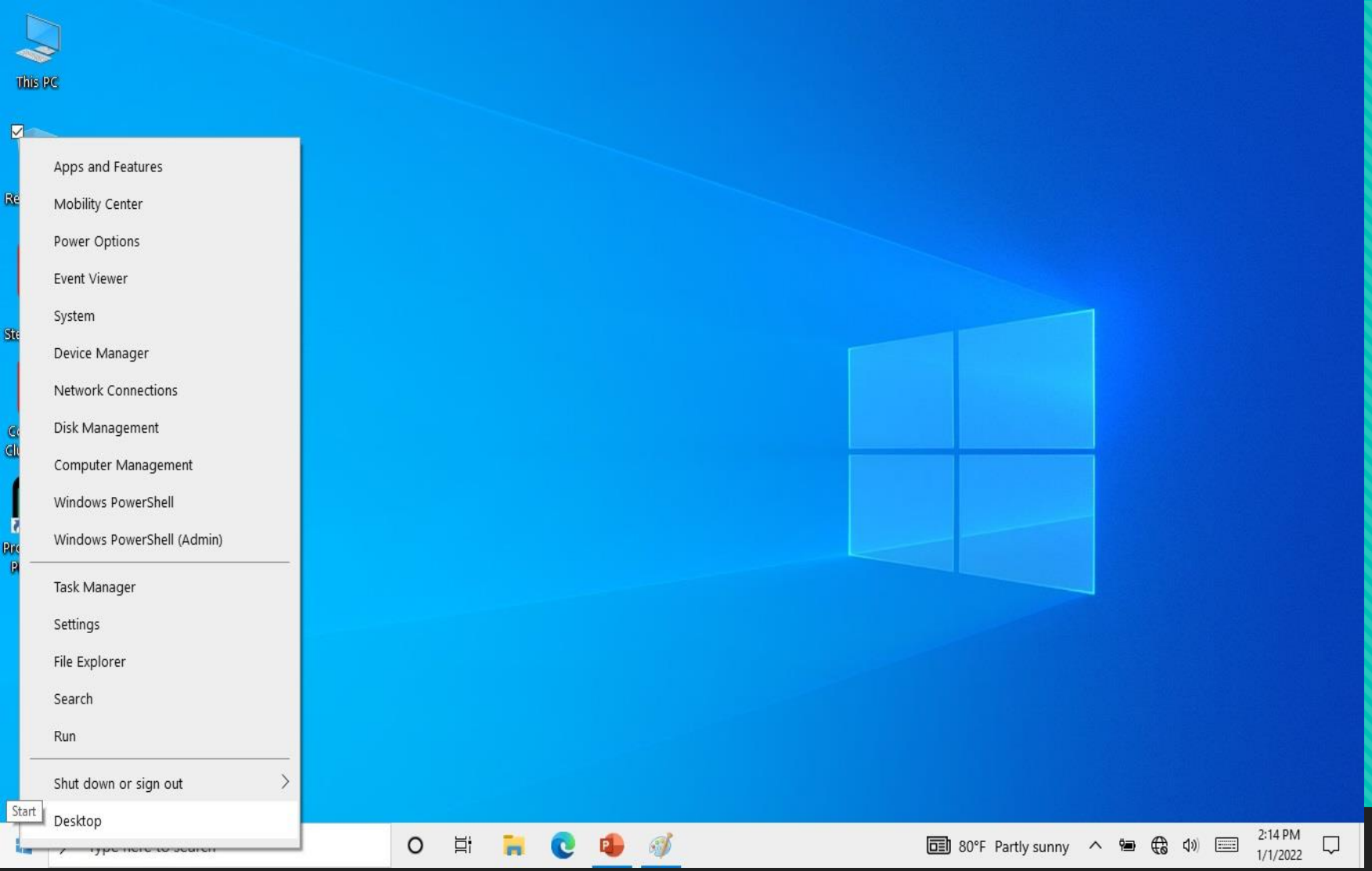
Objectives:

- Desktop overview and functions
- Desktop Navigation
- Desktop, Task Bar, Status Bar and Notification center
- Start menu functions
- Settings
  - Display
  - Bluetooth Devices
  - Printer and Scanners
  - Mouse functions
  - Mouse Pointer and Color
  - Update and Security
  - File Structure and Standards

Start – Sometimes call the “Windows Button” This gets everything Started.



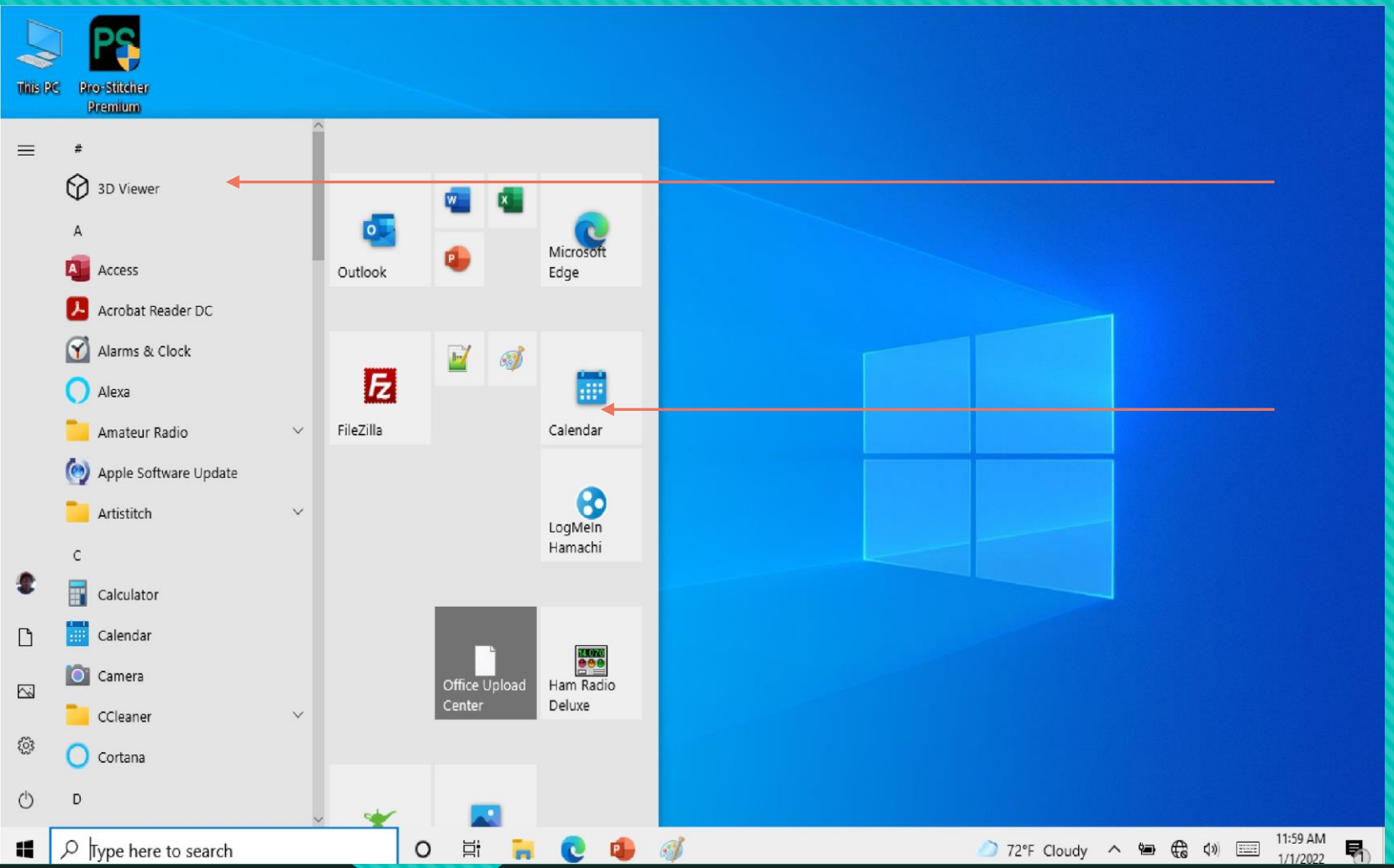
Selecting the Start Button – Program List and (Quick Start Options)



Selecting the Start Button with a RIGHT CLICK

Selecting the Start button with a RIGHT Click gives a start menu very similar to that of Windows 7 or 8

The Left Click provides the Windows 10 Version



Start Button:
Application list ion Alphabetical Order

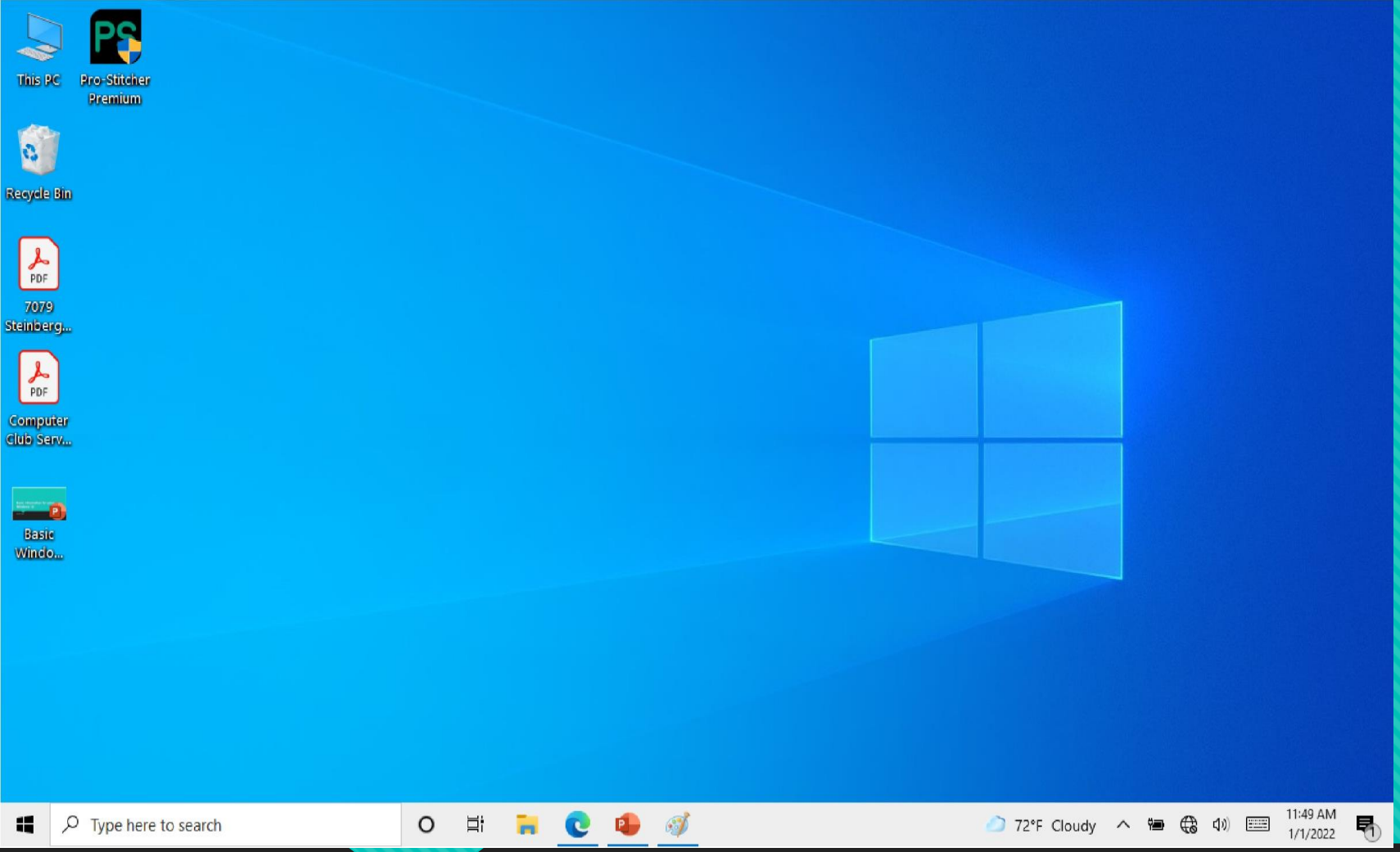
Quick Start (Pin to Start Area)
Customize as desired:

Pin to Start Options

To PIN an App to the Pin to start list – Select the Start menu to obtain a list of Apps. Right click the App and select PIN to START

To Remove an App from the Pin to Start List Right Click the Icon in the Pin to start list and select Unpin from Start

Use the Drag windows function within the PIN list to rearrange the order of the apps in the Pin To Start List



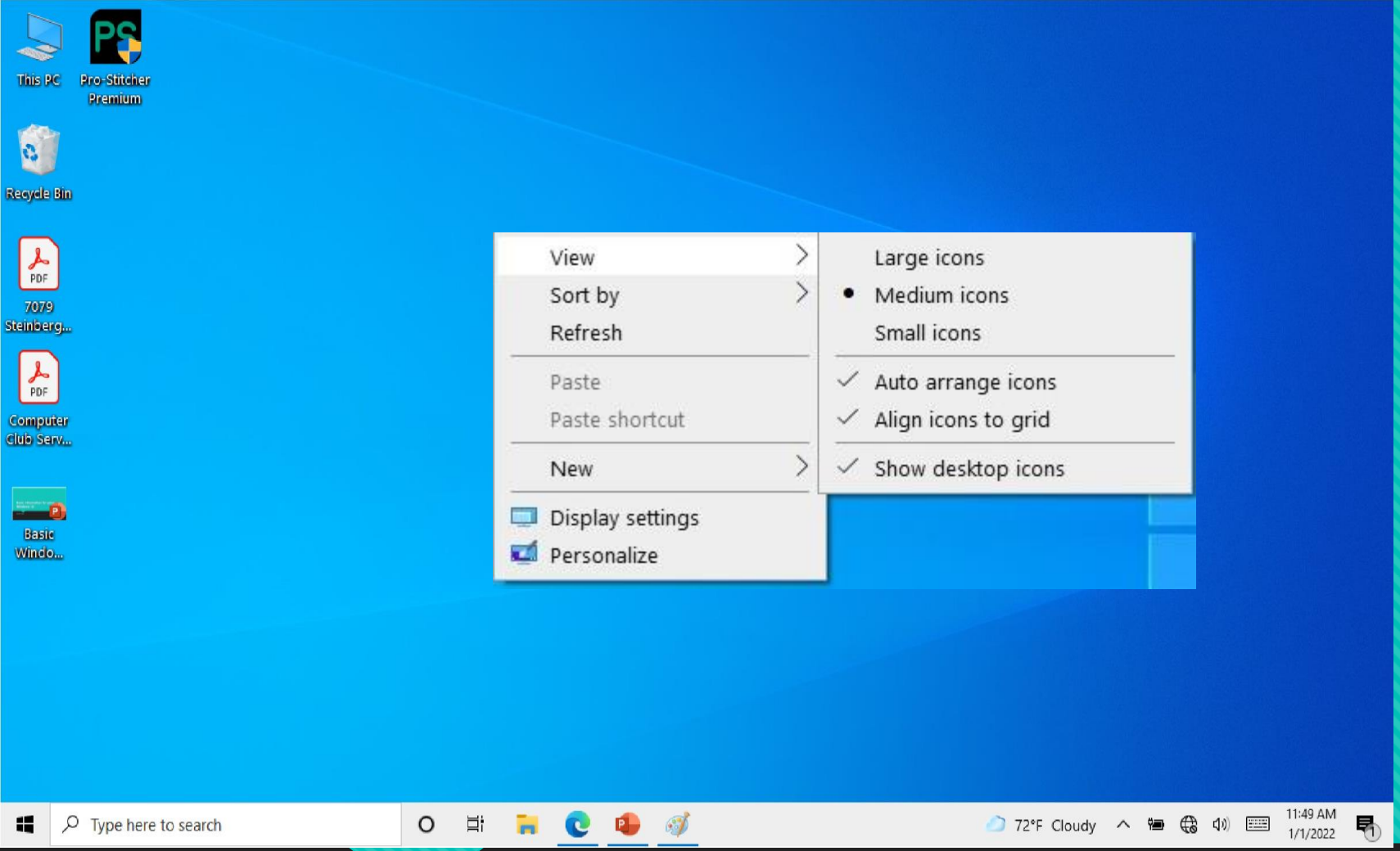
The DESKTOP

Apps and Stored fines within the Desktop Folder

MOST installed Applications add a START icon to the Desktop

They can be removed by Right Clicking the icon and select DELETE (This only deletes the Icon (***Not the app***)

Desktop

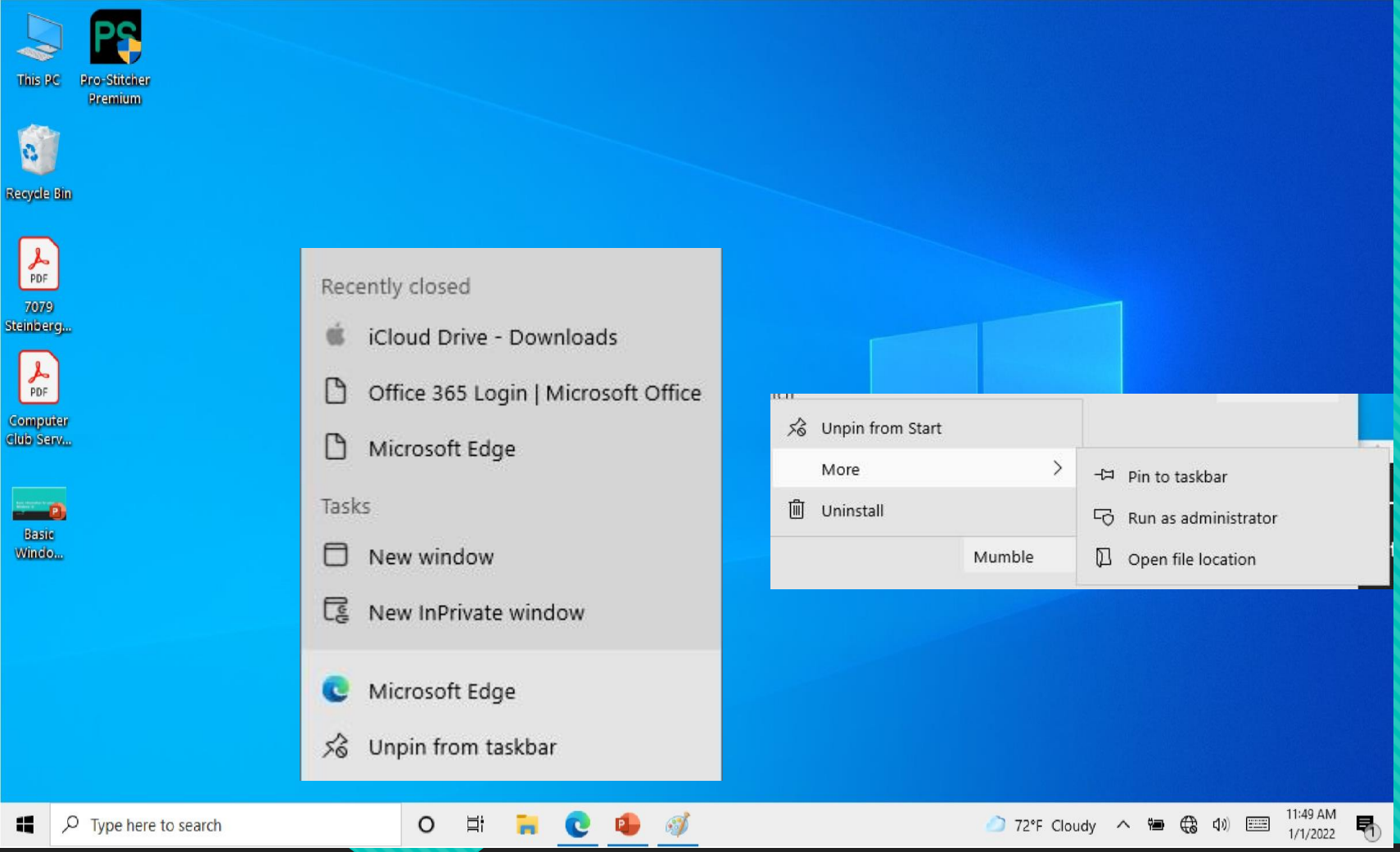


Rearrange or change the Icon Size (Right Click on the Desktop and select the options)

Display Settings and Personalize options are the same as SYSTEM Settings and can be used to change the desktop options

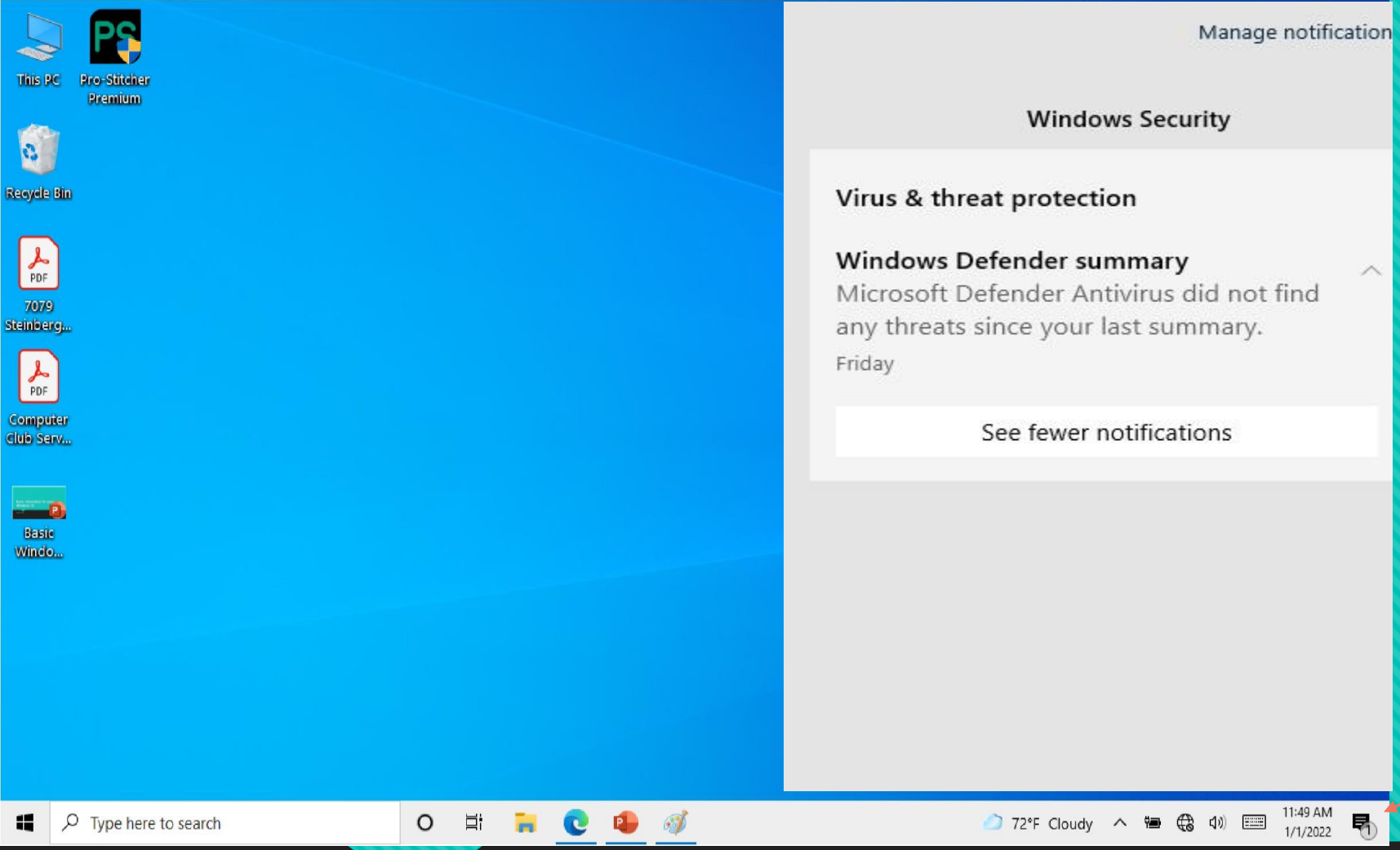
Desktop items can also be manually relocated by selecting and dragging to any area on the desktop

TASK BAR



Task Bar Settings

To Remove an App from the Task Bar Right Click the Icon and select Unpin from Task Bar
To Add an App to the Task Bar – Select the Start menu to obtain a list of Apps. Right click the App and select MORE and then add to task bar

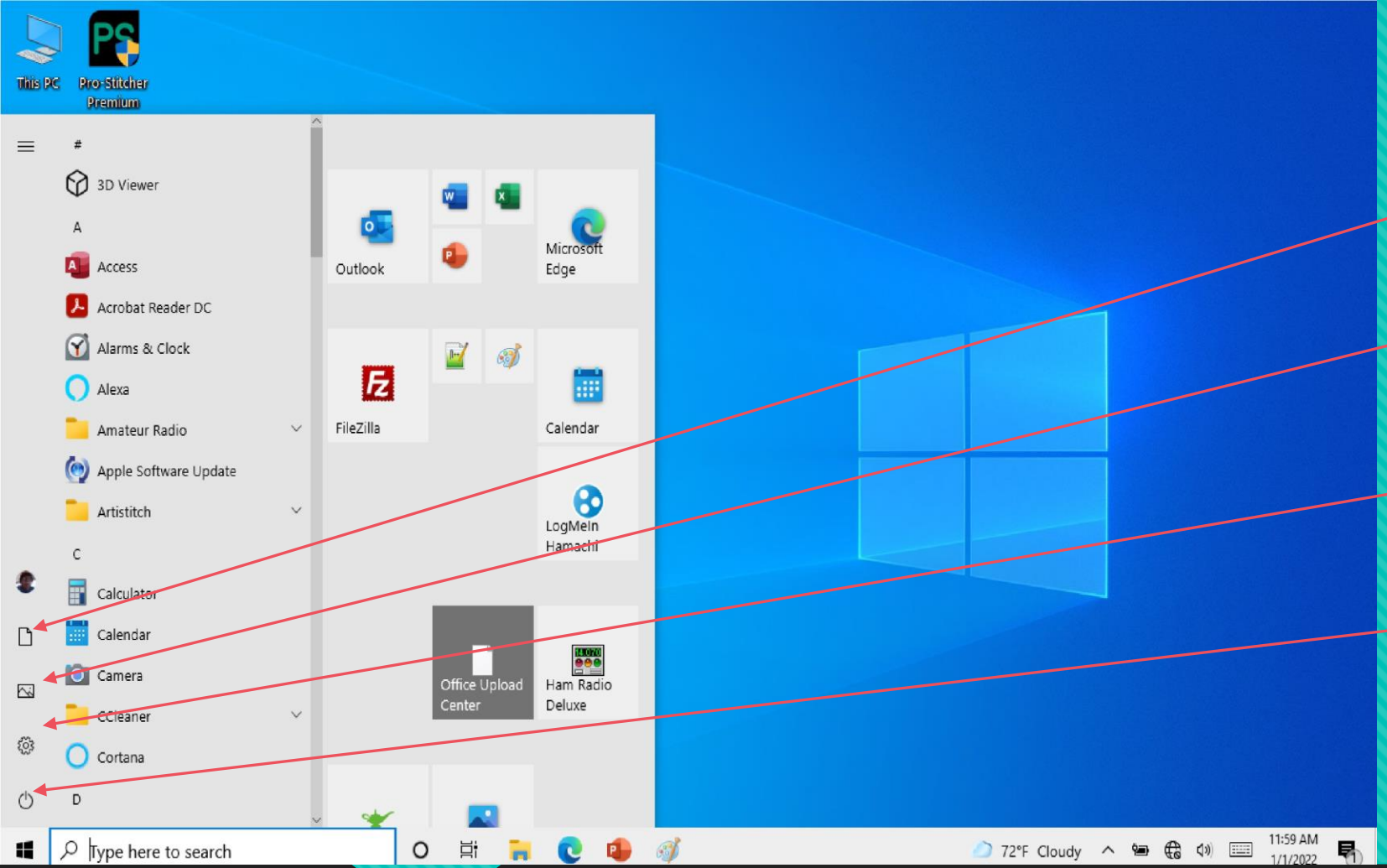


Notifications:

Number of Notifications to be displayed

Notifications

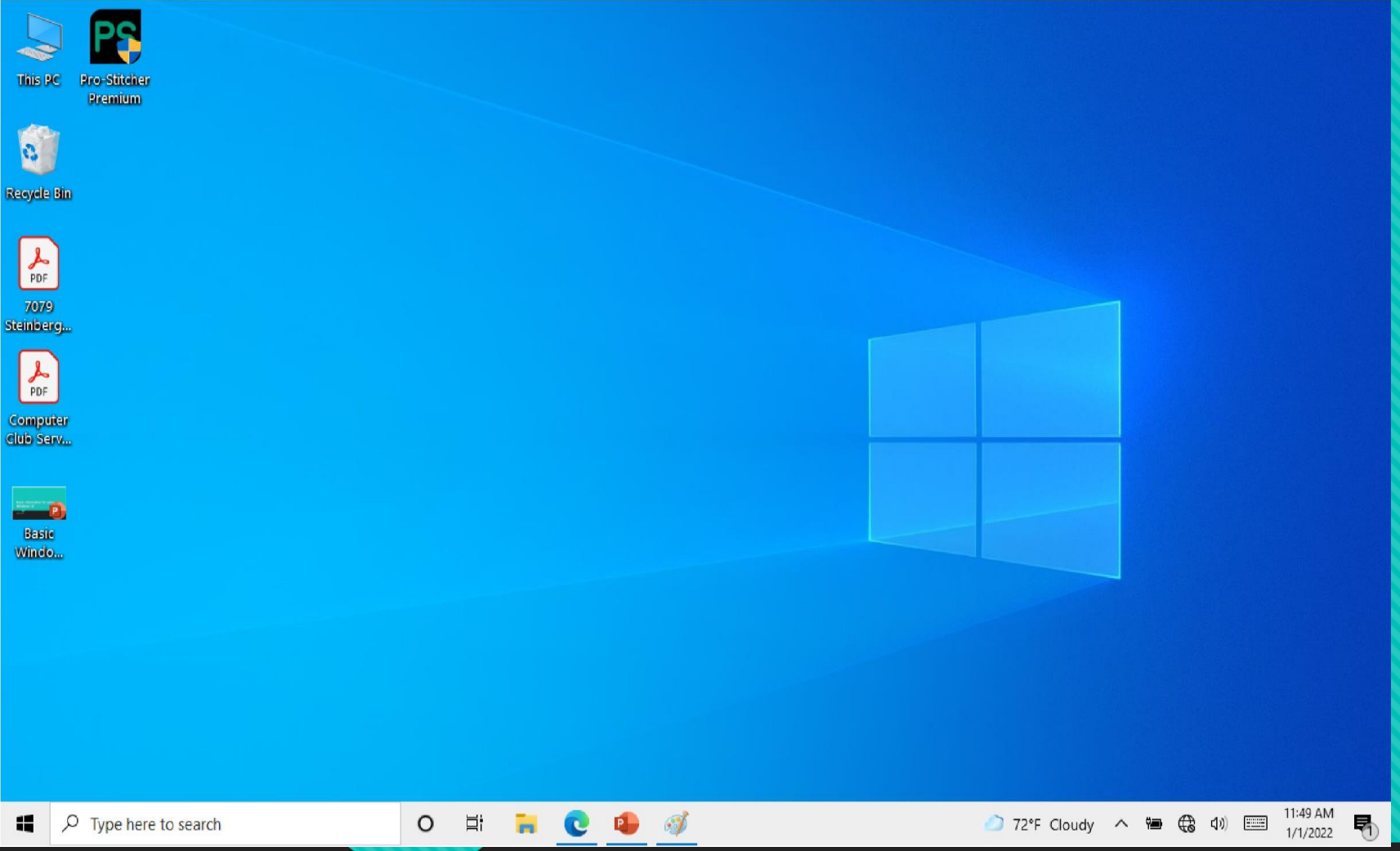
Wifi Connection Status – Connected/Connect/Disconnect
System Settings
Bluetooth connections



Other Items from The Start Menu

- **Documents** – Quick Access to Documents Folder – ***File Explorer***
- **Pictures** – Quick Access to Pictures Folder
- **Setting** – Quick Access to the Settings App
- **Power** – Sleep, Shutdown, or Restart options

Additional options from the Start Menu



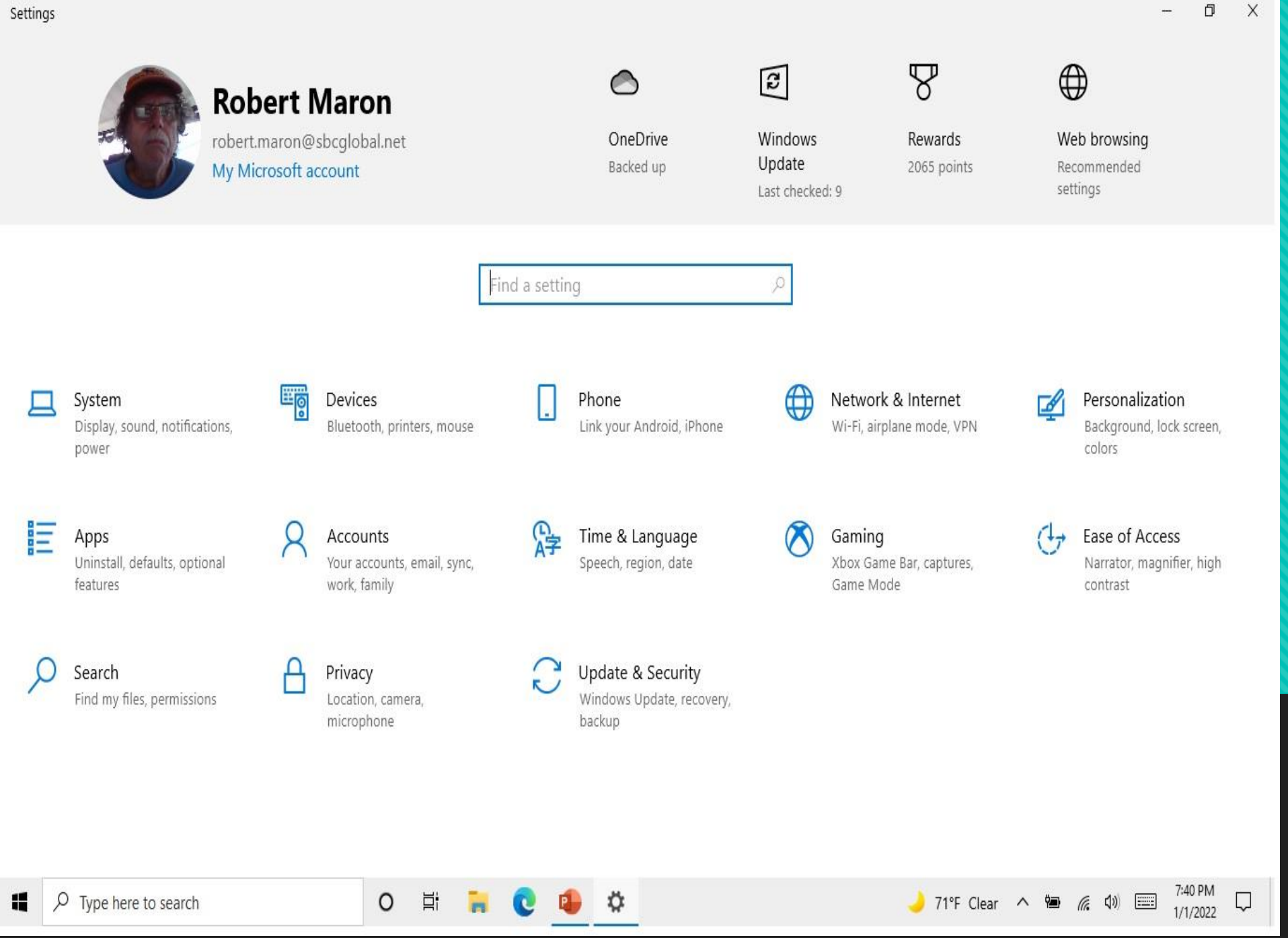
Microsoft Store

The Microsoft Store is a virtual storefront for Windows Customers. It offers all forms of digital content material for download in one position, some free and some paid.

This is where you download Apps to run in your Windows 10 system.

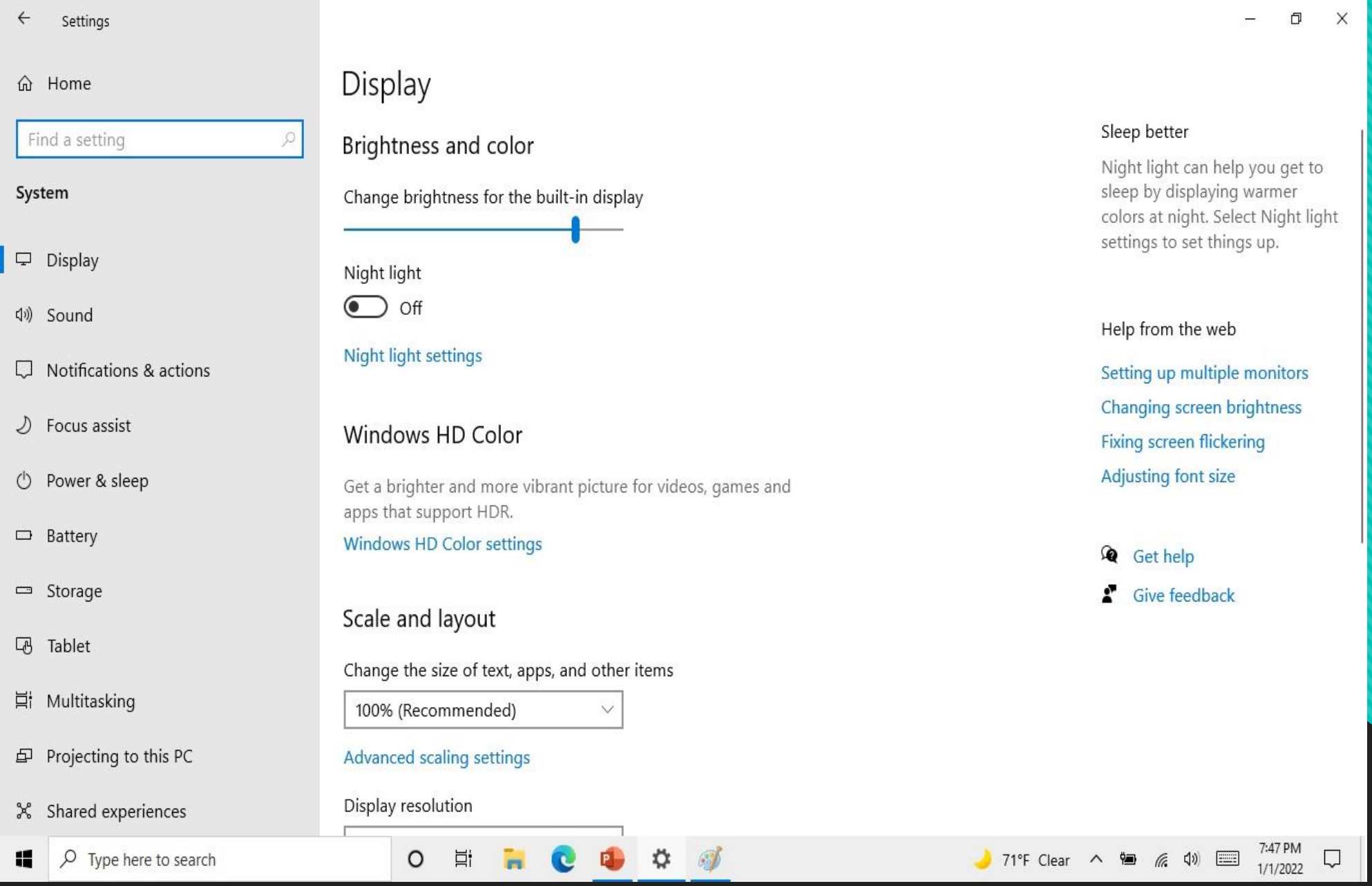
Widows Store – Select START Menu – Scrawl down to the "M" group in the app list and select Microsoft Store

Or add the Microsoft Store App to your Start Pin or Task Bar.



Settings

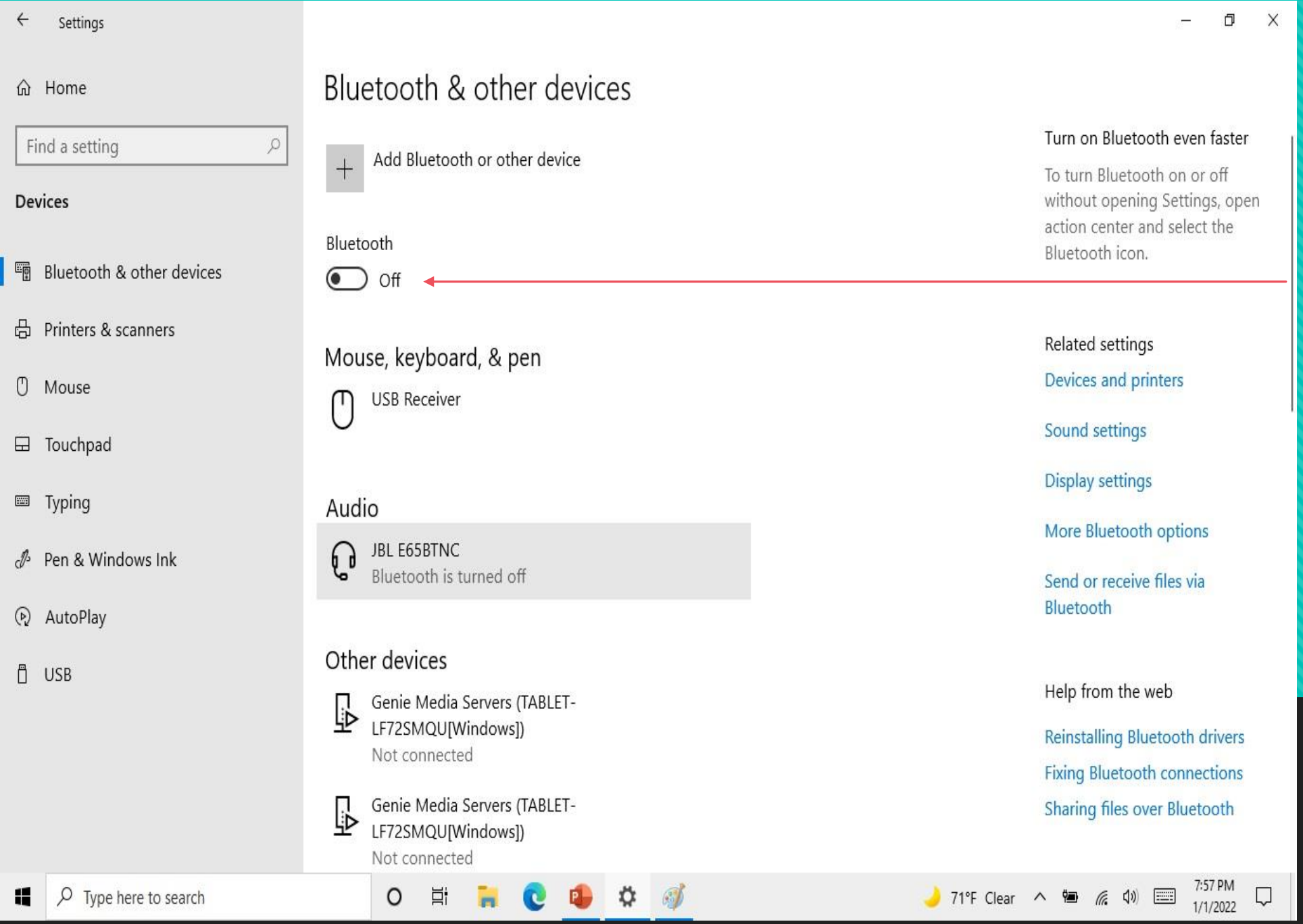
Most Commonly Use settings options



Display

Brightness & Color Setting

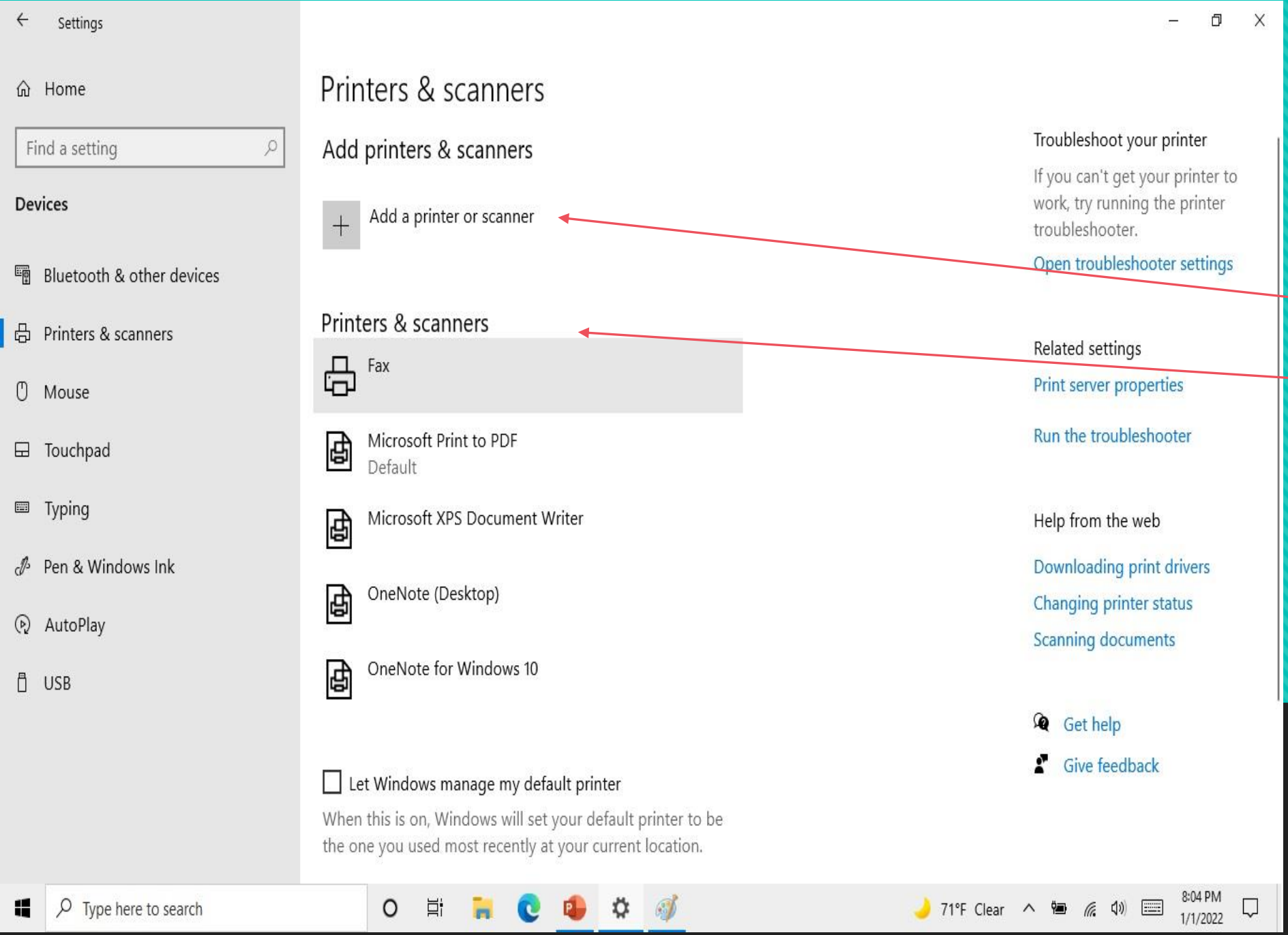
Scale and Layout. (font size)



Devices

Bluetooth

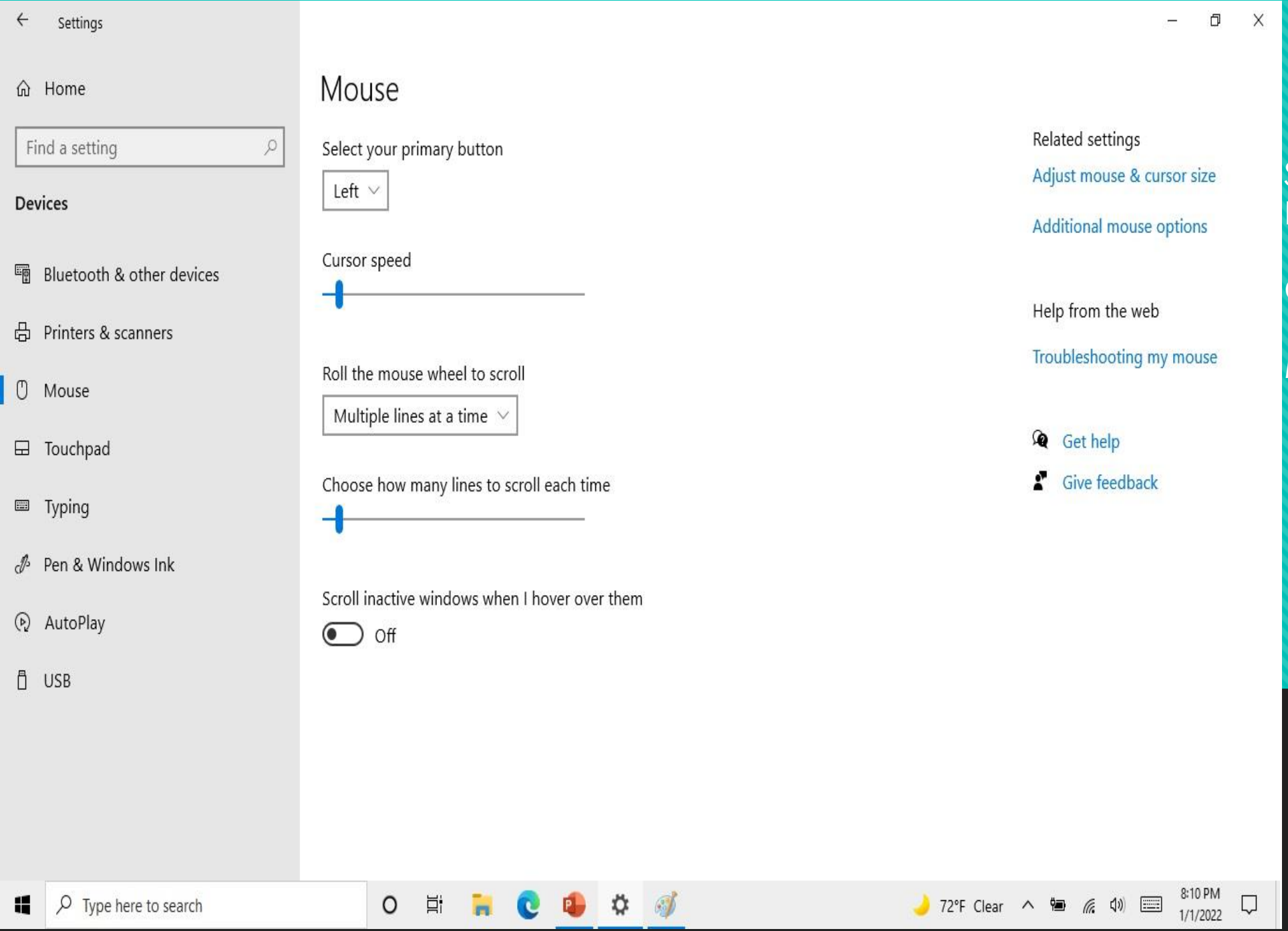
This is where to turn on Bluetooth access and connect Bluetooth devices.



Printer & Scanners

Add a Printer or Scanner

List of Printer and Scanner Devices installed

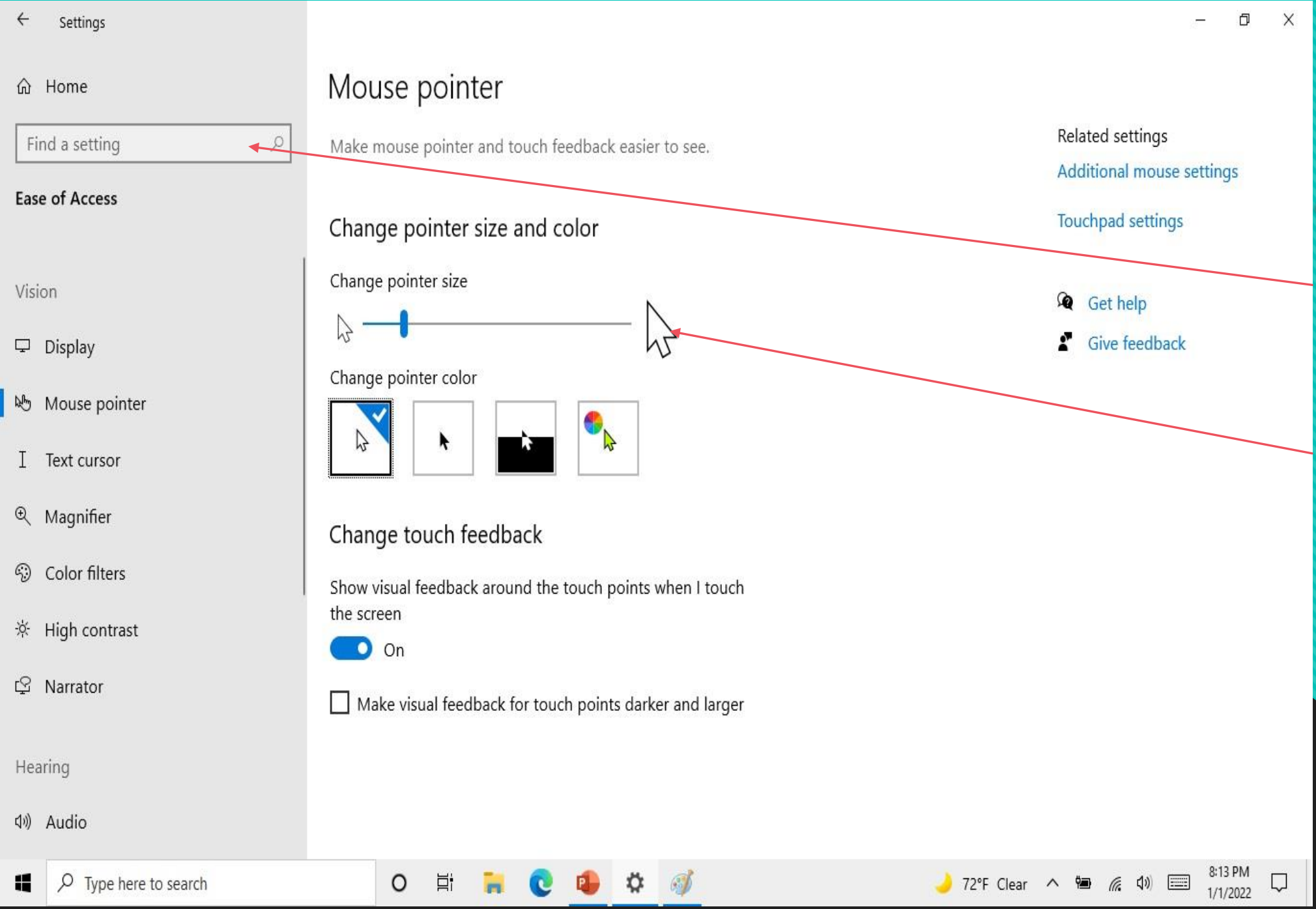


Mouse

Select Mouse Primary Button (Left or Right)

Courser Speed

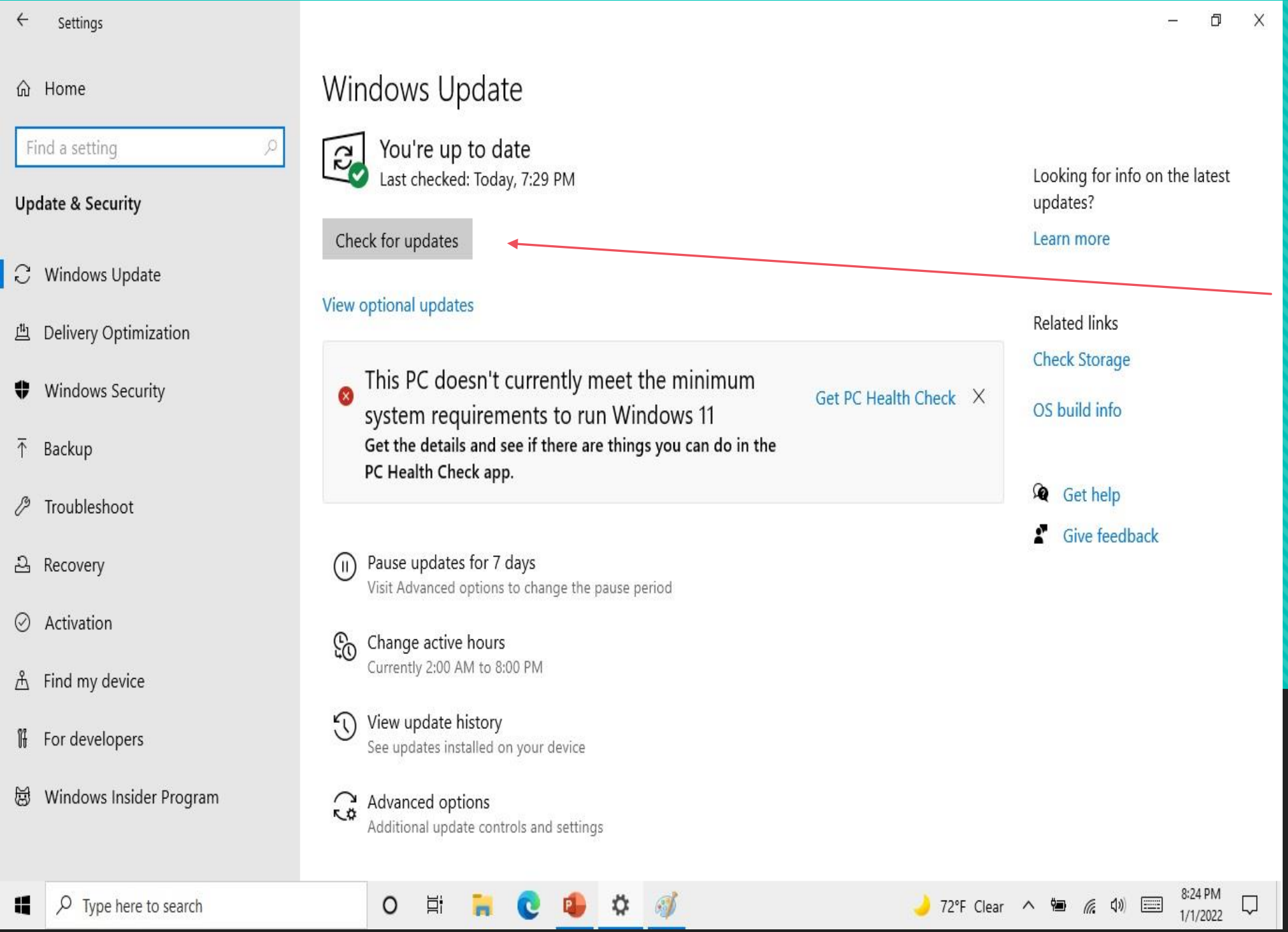
Mouse wheel to scroll (number of Lines)



Mouse Pointer

Use the **Find Setting** (search) for a setting such **as Mouse Pointer**

Changing the size. Type and color of pointer makes the courser easier to locate



Update & Security

Select Check for Updates.

Suggestion. Run Monthly

If you are using windows Defender for Virous and internet security, the updates will run 2 to 3 times per week to keep current.

Note: I've been running Windows 10 on this PC since 2012. This PC is a standard windows 10 installation

I've installed windows updates on a monthly basis and have **NEVER** incurred an issue with a windows update.

Edition Windows 10 Home
Version 21H2
Installed on 6/16/2020
OS build 19044.1415
Experience Windows Feature Experience Pack 120.2212.3920.0

Settings

View update history

Feature Updates (3)

Feature update to Windows 10, version 21H2

Successfully installed on 1/1/2022

See what's new in this update

Feature update to Windows 10, version 21H1

Successfully installed on 6/22/2021

Feature update to Windows 10, version 20H2

Successfully installed on 11/12/2020

Quality Updates (31)

2021-12 Cumulative Update for Windows 10 Version 21H1 for x64-based Systems (KB5008212)

Successfully installed on 12/17/2021

2021-11 Cumulative Update for Windows 10 Version 21H1 for x64-based Systems (KB5007186)

Successfully installed on 11/16/2021

2021-10 Cumulative Update for Windows 10 Version 21H1 for x64-based Systems (KB5006670)

Successfully installed on 10/12/2021

2021-09 Update for Windows 10 Version 21H1 for x64-based Systems (KB4023057)

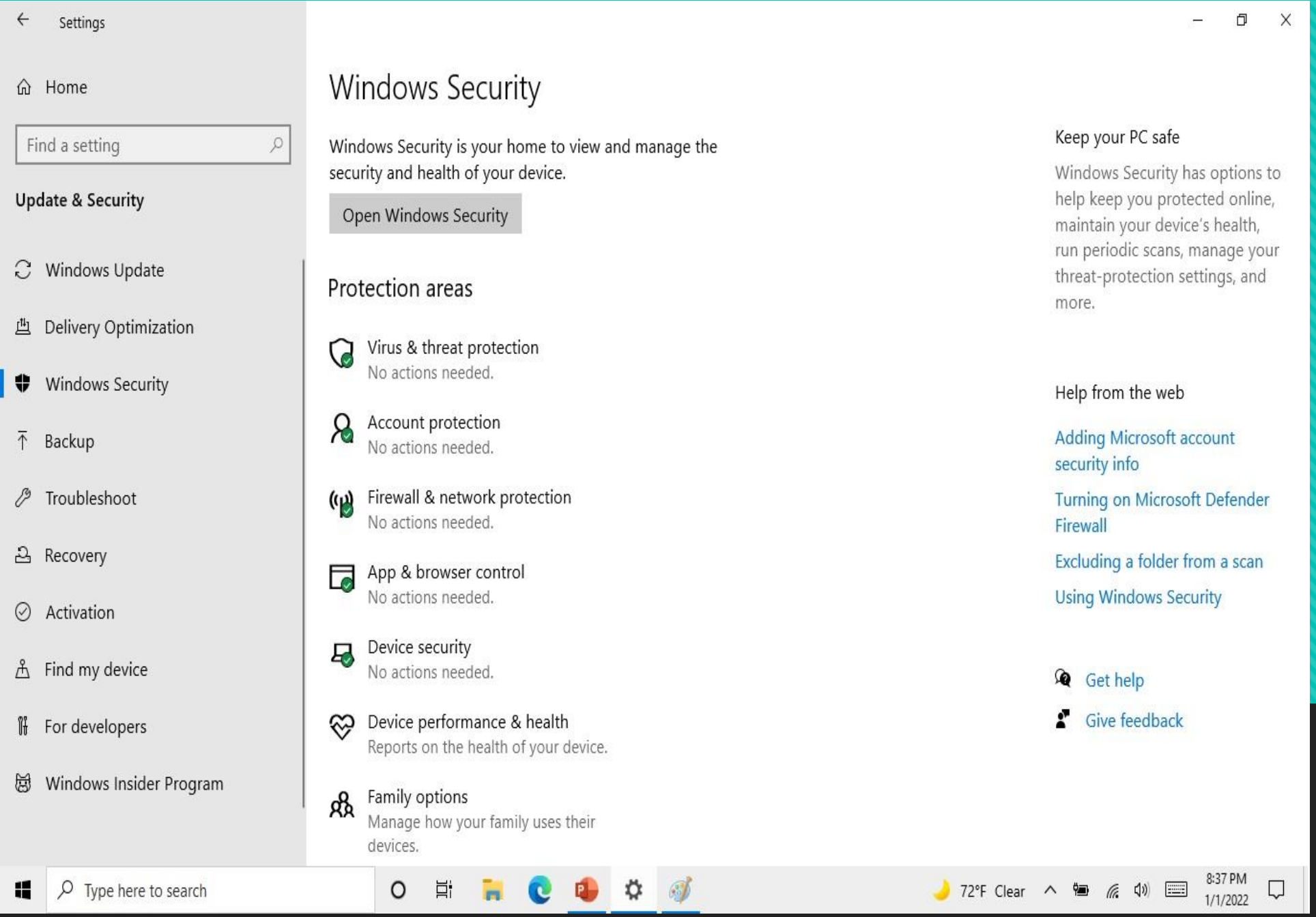
Successfully installed on 10/1/2021

2021-09 Cumulative Update for Windows 10 Version 21H1 for x64-based Systems (KB5005565)

Type here to search

72°F Clear

8:33 PM
1/1/2022



Windows Security

The windows Security page will display the security status of your Virus & Threat protection, Account Protection, Firewall & Network Protection as well as other security functions.

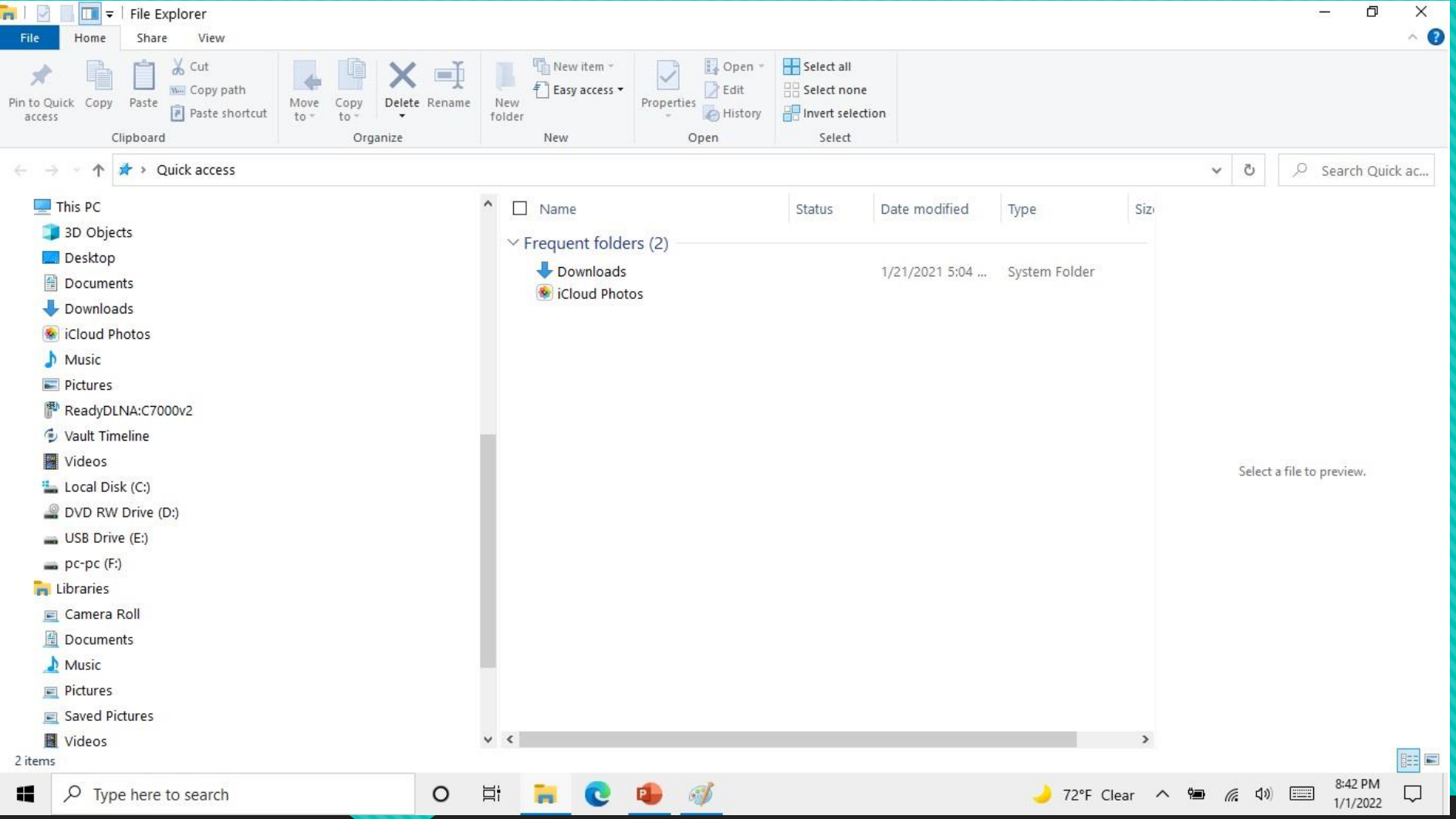
If a "NO Action: is display no future action needed.

File Structure Standards

There are 5 major folders on a standard Windows 10 installation

This PC

- **DESKTOP**
- **Documents**
- **Downloads**
- **Music**
- **Pictures**



Desktop is what is stored on your Desktop
ALL **Documents** are stored in **SUB-FOLDERS** to the **DOCUMENTS FOLDER**
DOWNLOADS are files/apps downloaded from the internet through a browser and stored here. This should be cleaned out periodically.
Music and Pictures are self explanatory

Now the Fun Stuff:

- After all this you must have a billion questions:

- OK You're UP----------
  Lets GO!!!!!