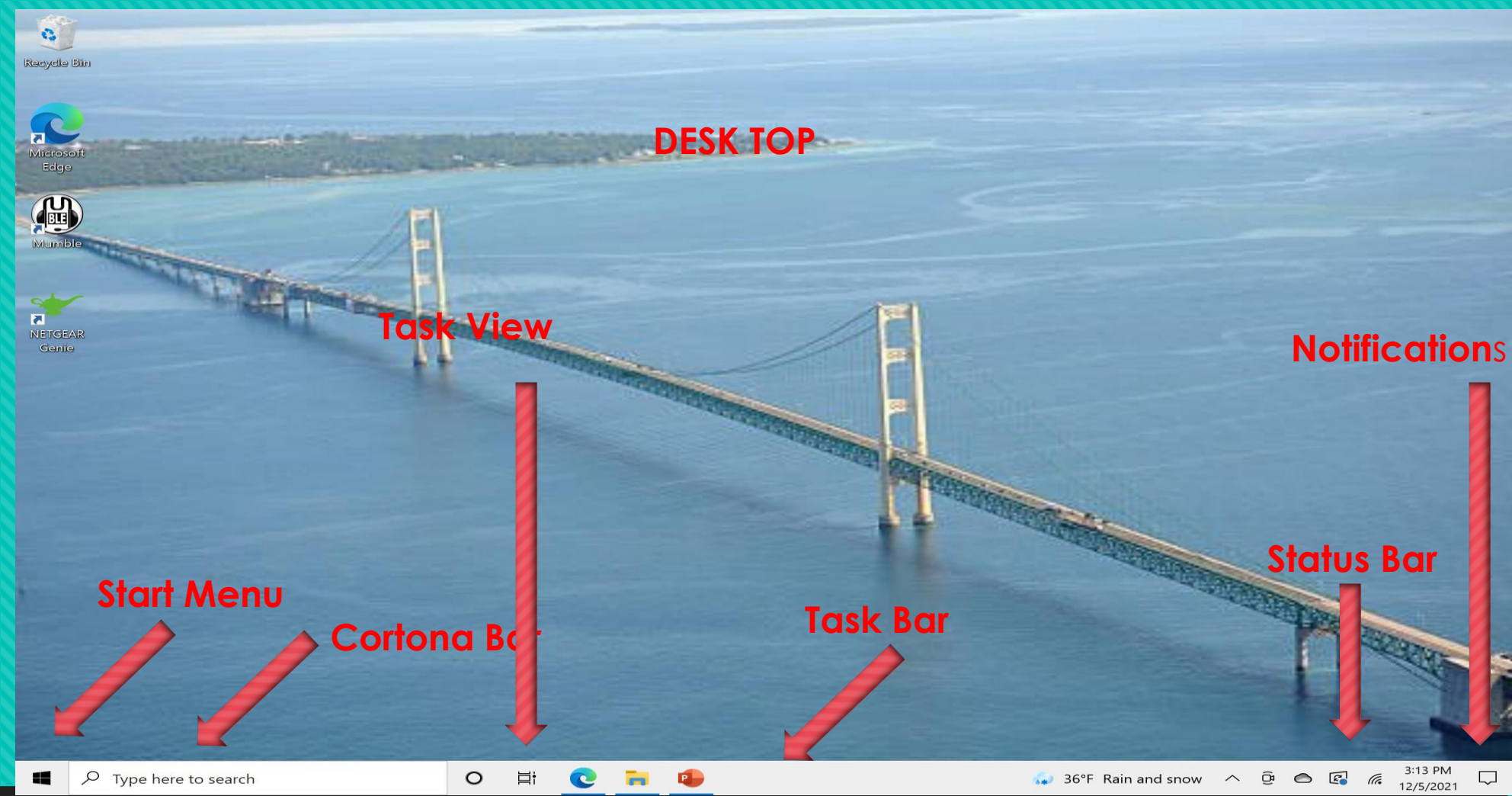


Basic information for using Windows 10

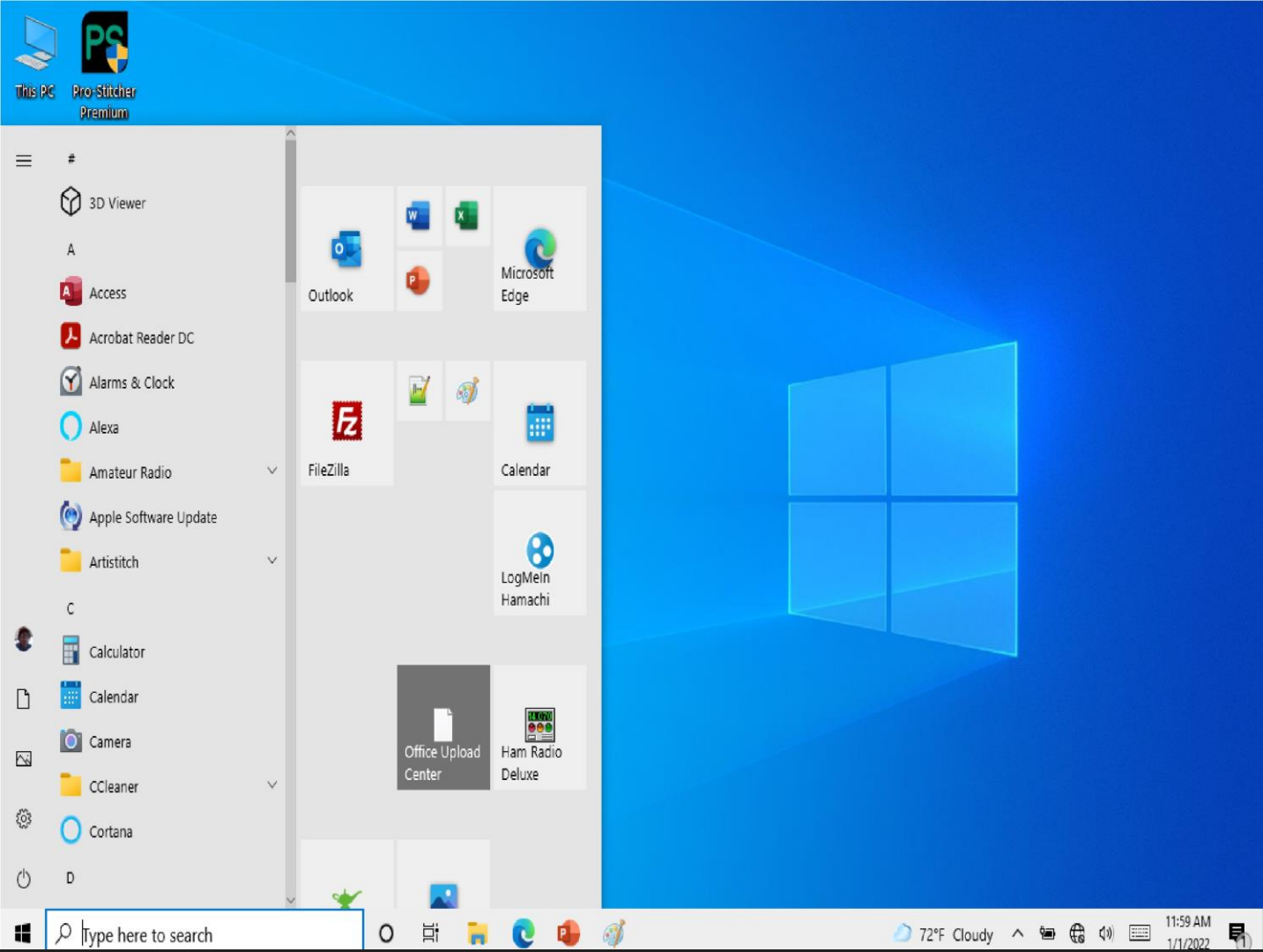
January 4, 2022

Objectives:

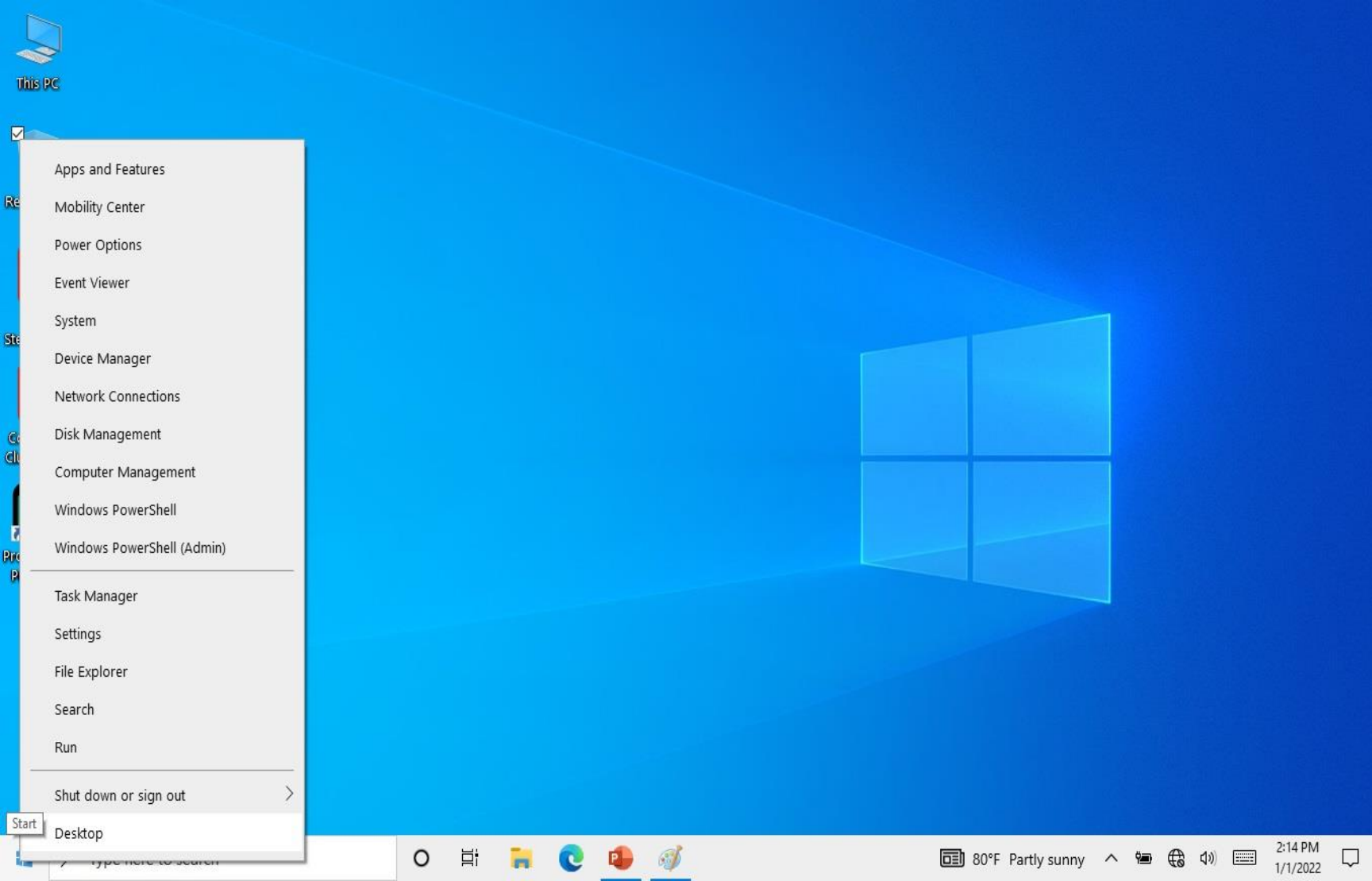
- Desktop overview and functions
- Desktop Navigation
- Desktop, Task Bar, Status Bar and Notification center
- Start menu functions
- Settings
 - Display
 - Bluetooth Devices
 - Printer and Scanners
 - Mouse functions
 - Mouse Pointer and Color
- Update and Security
- File Structure and Standards



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



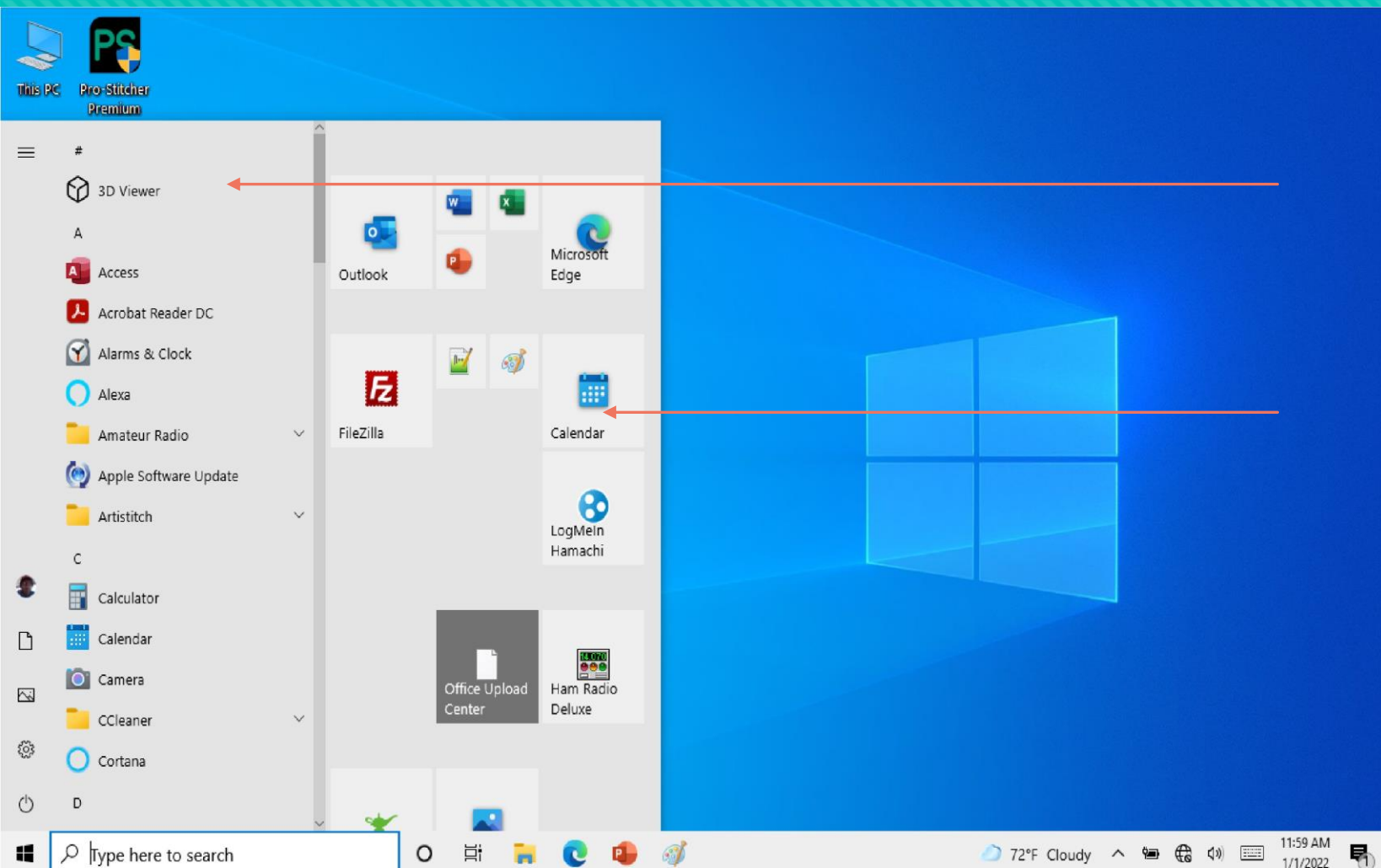
Selecting the Start Button – Program List and (Quick Start Options)



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

The Left Click provides the Windows 10 Version

Selecting the Start Button with a RIGHT CLICK



Start Button:
Application list in Alphabetical Order

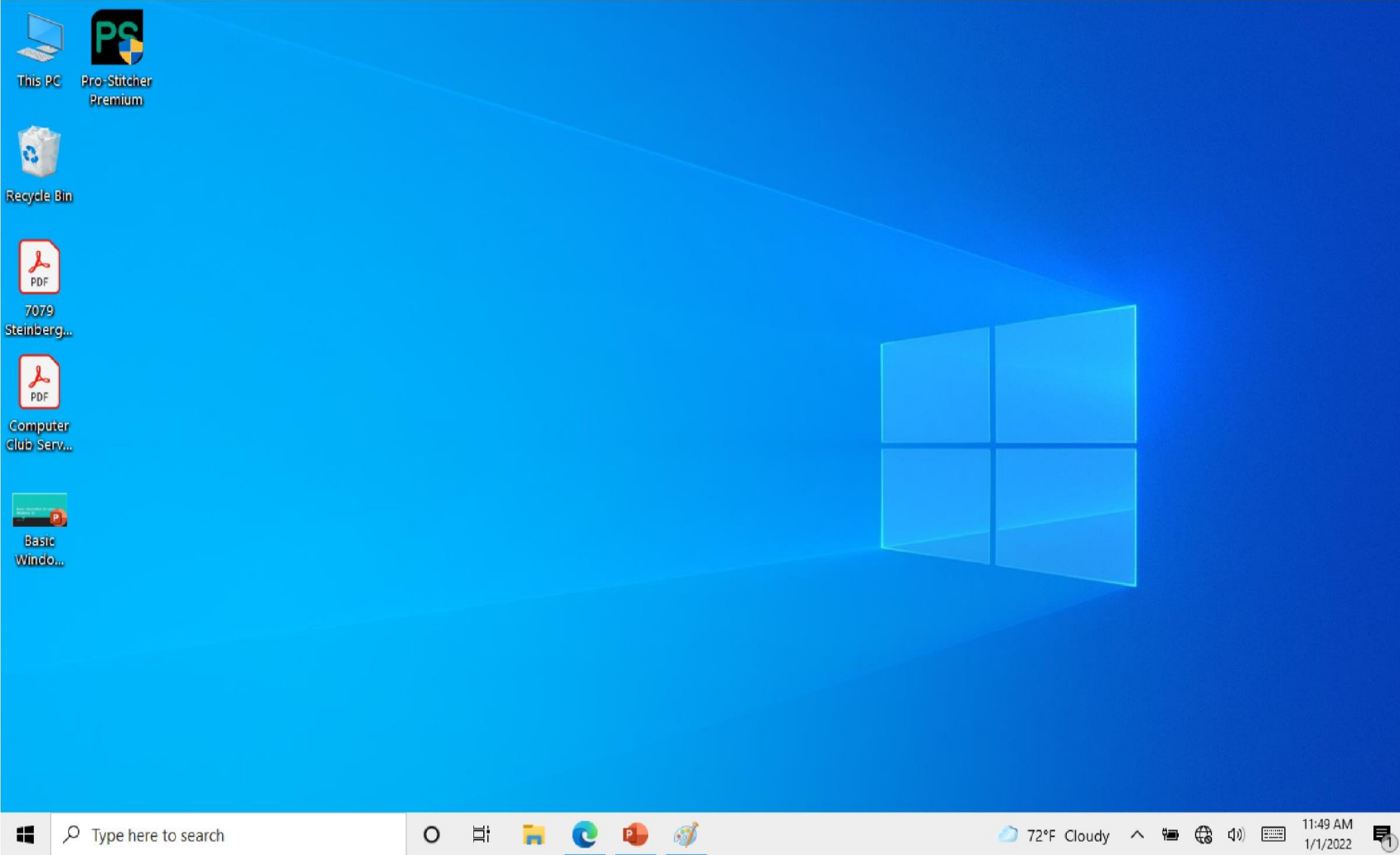
Quick Start (Pin to Start Area)
Customize as desired:

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

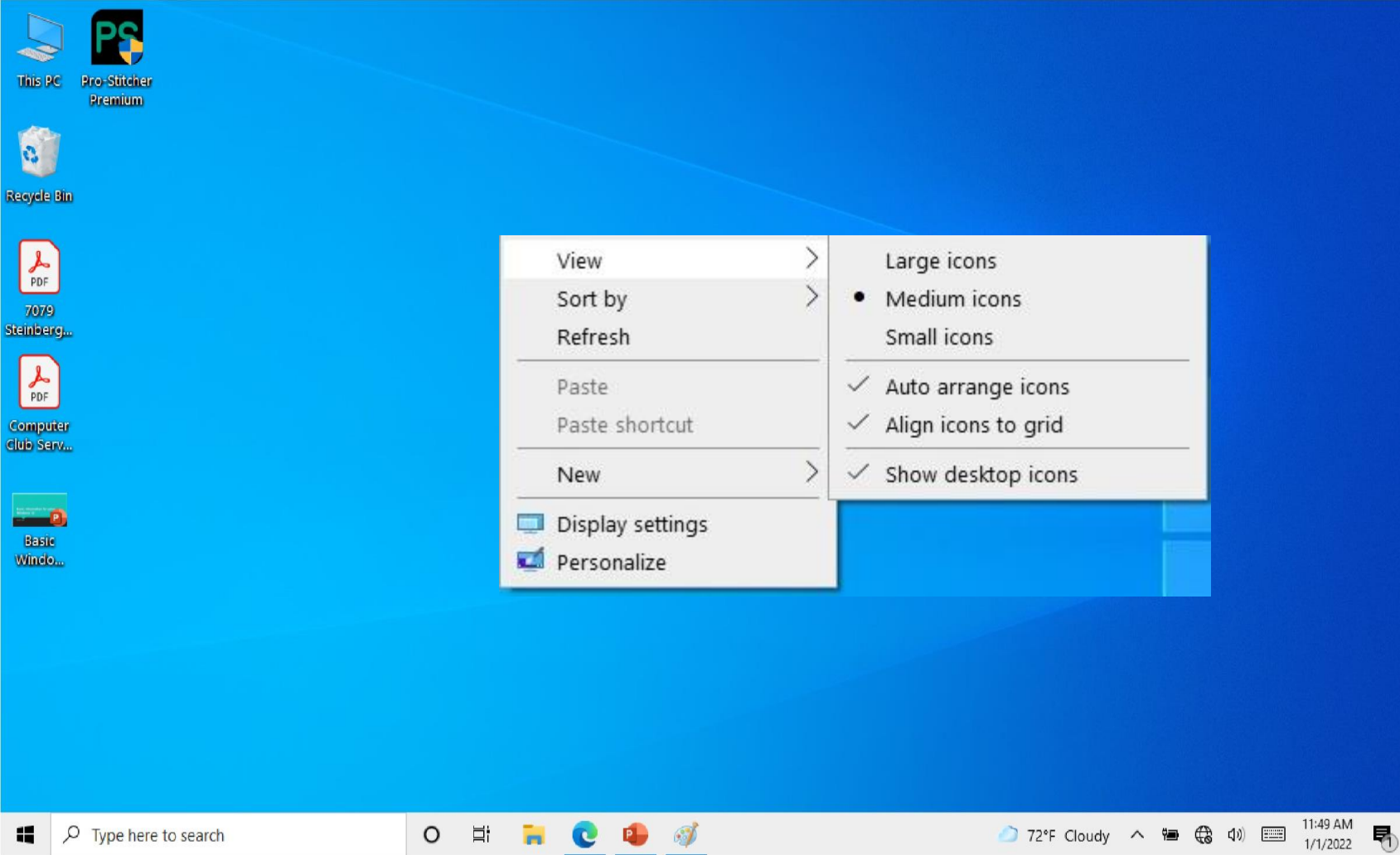


The DESKTOP

Apps and Stored files
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**))

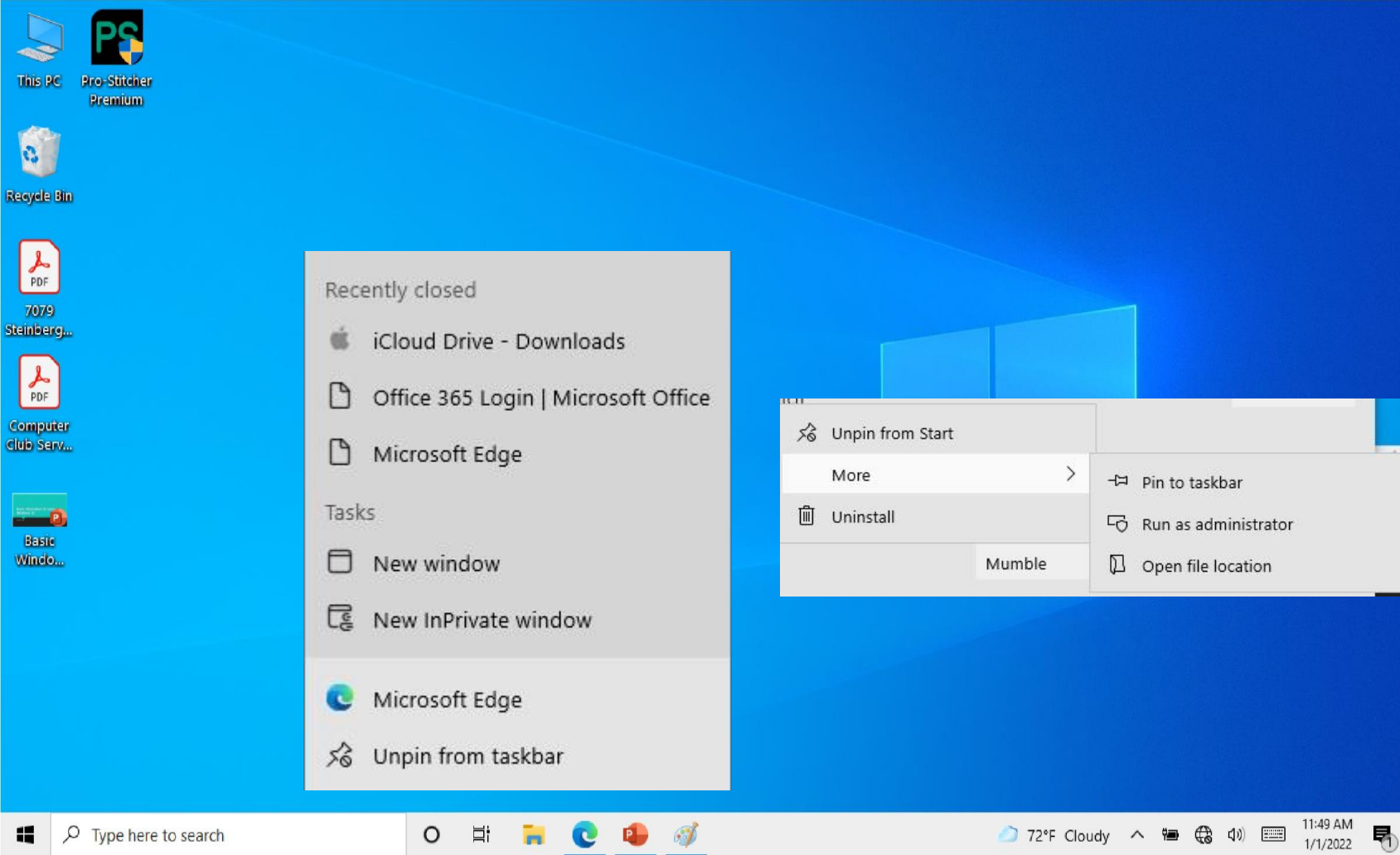


Desktop

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

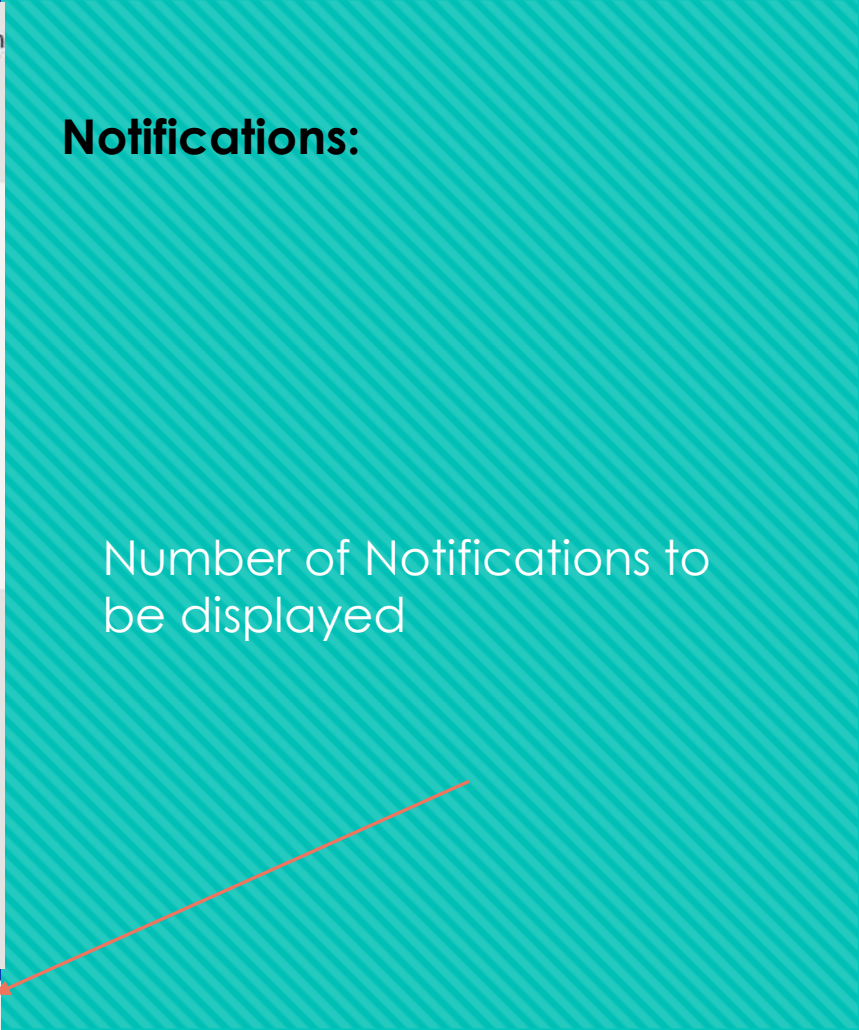
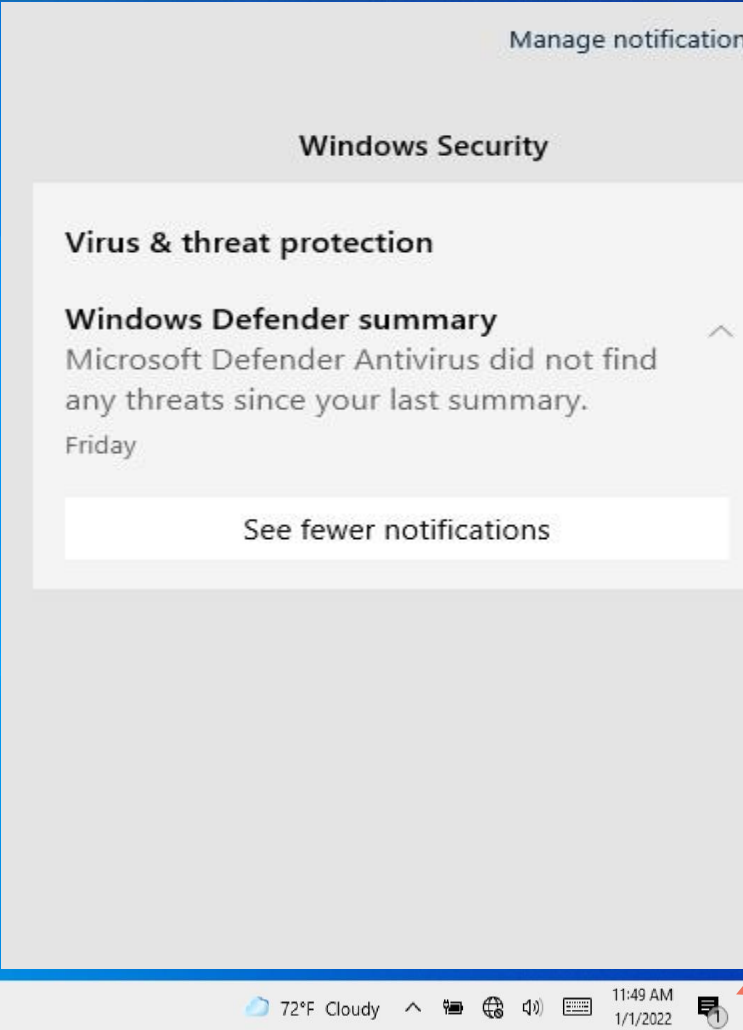
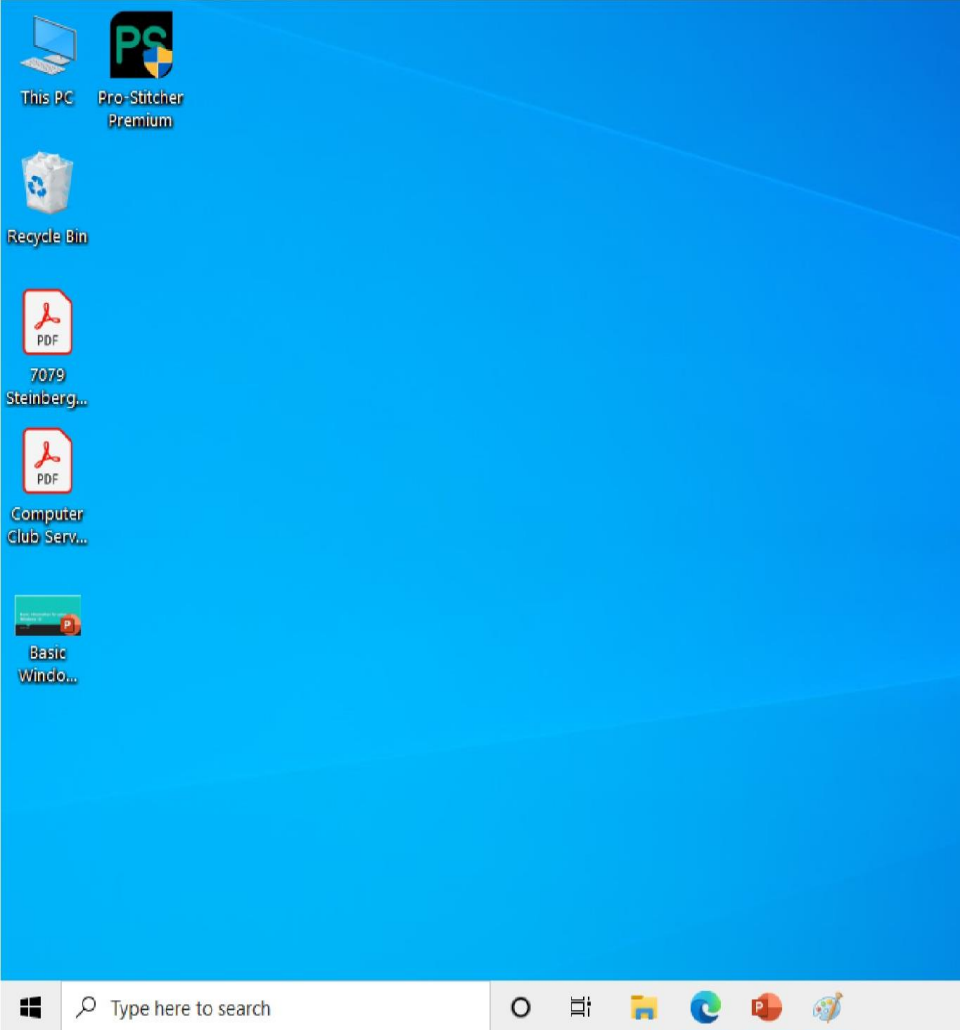
Desktop items can also be manually relocated by selecting and dragging to any area on the desktop



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

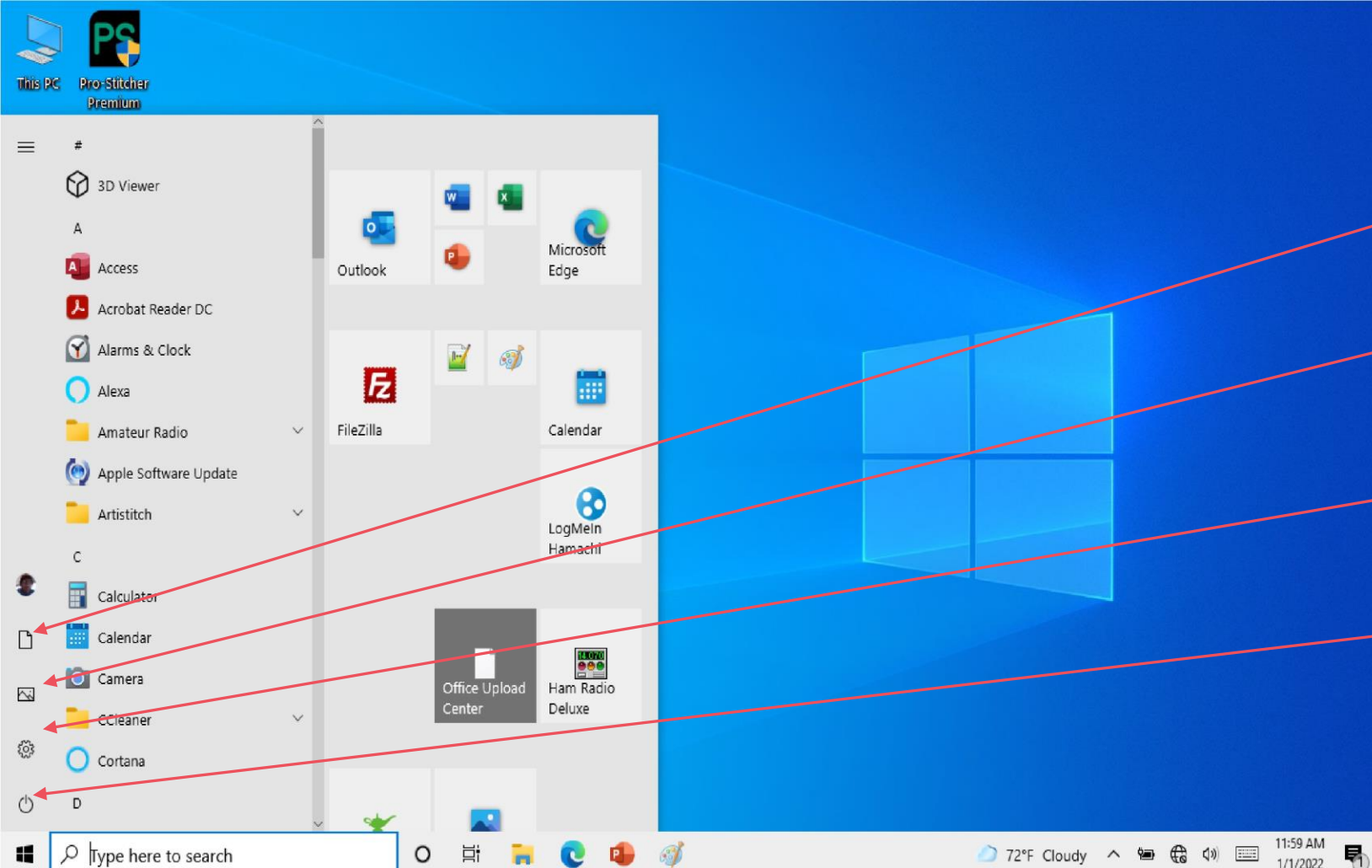


Notifications:

Number of Notifications to be displayed

Notifications

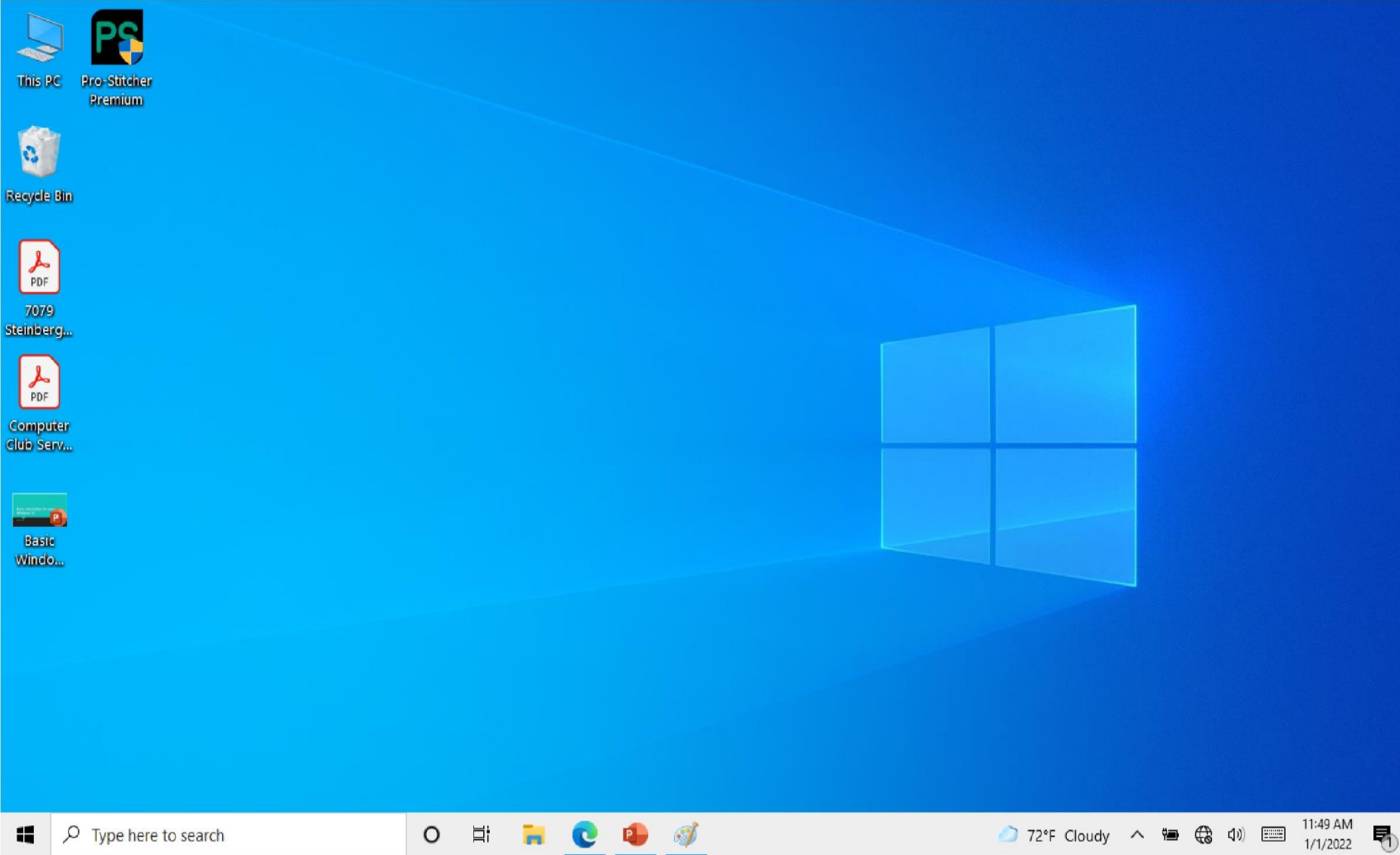
- Wifi Connection Status – Connected/Connect/Disconnect
- System Settings
- Bluetooth connections



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.

Windows Store – Select START Menu – Scroll 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.



Robert Maron

robert.maron@sbcglobal.net

My Microsoft account



OneDrive
Backed up



Windows Update
Last checked: 9



Rewards
2065 points



Web browsing
Recommended settings

Find a setting

System
Display, sound, notifications, power

Devices
Bluetooth, printers, mouse

Phone
Link your Android, iPhone

Network & Internet
Wi-Fi, airplane mode, VPN

Personalization
Background, lock screen, colors

Apps
Uninstall, defaults, optional features

Accounts
Your accounts, email, sync, work, family

Time & Language
Speech, region, date

Gaming
Xbox Game Bar, captures, Game Mode

Ease of Access
Narrator, magnifier, high contrast

Search
Find my files, permissions

Privacy
Location, camera, microphone

Update & Security
Windows Update, recovery, backup

Settings

Most Commonly Use settings options

Settings

Home

Find a setting

System

- Display
- Sound
- Notifications & actions
- Focus assist
- Power & sleep
- Battery
- Storage
- Tablet
- Multitasking
- Projecting to this PC
- Shared experiences

Display

Brightness and color

Change brightness for the built-in display



Night light



Off

[Night light settings](#)

Windows HD Color

Get a brighter and more vibrant picture for videos, games and apps that support HDR.

[Windows HD Color settings](#)

Scale and layout

Change the size of text, apps, and other items

100% (Recommended) ▾

[Advanced scaling settings](#)

Display resolution

Sleep better

Night light can help you get to sleep by displaying warmer colors at night. Select Night light settings to set things up.

Help from the web

[Setting up multiple monitors](#)

[Changing screen brightness](#)

[Fixing screen flickering](#)

[Adjusting font size](#)

[Get help](#)

[Give feedback](#)

Display

Brightness & Color Setting

Scale and Layout. (font size)

Windows Start button | Search: Type here to search | Taskbar icons: File Explorer, Edge, PowerPoint, Settings, RemoteApp | System tray: 71°F Clear, Network, Volume, Keyboard, 7:47 PM, 1/1/2022

Settings

Home

Find a setting

Devices

- Bluetooth & other devices
- Printers & scanners
- Mouse
- Touchpad
- Typing
- Pen & Windows Ink
- AutoPlay
- USB

Bluetooth & other devices

+ Add Bluetooth or other device

Bluetooth Off

Mouse, keyboard, & pen

USB Receiver

Audio

JBL E65BTNC
Bluetooth is turned off

Other devices

Genie Media Servers (TABLET-LF72SMQU[Windows])
Not connected

Genie Media Servers (TABLET-LF72SMQU[Windows])
Not connected

Turn on Bluetooth even faster
To turn Bluetooth on or off without opening Settings, open action center and select the Bluetooth icon.

- Related settings
- [Devices and printers](#)
- [Sound settings](#)
- [Display settings](#)
- [More Bluetooth options](#)
- [Send or receive files via Bluetooth](#)

- Help from the web
- [Reinstalling Bluetooth drivers](#)
- [Fixing Bluetooth connections](#)
- [Sharing files over Bluetooth](#)

Devices

Bluetooth

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

Settings

Home

Find a setting

Devices

- Bluetooth & other devices
- Printers & scanners
- Mouse
- Touchpad
- Typing
- Pen & Windows Ink
- AutoPlay
- USB

Printers & scanners

Add printers & scanners

+ Add a printer or scanner

Printers & scanners

- Fax
- Microsoft Print to PDF
Default
- Microsoft XPS Document Writer
- OneNote (Desktop)
- OneNote for Windows 10

Let Windows manage my default printer

When this is on, Windows will set your default printer to be the one you used most recently at your current location.

Troubleshoot your printer

If you can't get your printer to work, try running the printer troubleshooter.

[Open troubleshooter settings](#)

Related settings

- [Print server properties](#)
- [Run the troubleshooter](#)

Help from the web

- [Downloading print drivers](#)
- [Changing printer status](#)
- [Scanning documents](#)

[Get help](#)

[Give feedback](#)

Printer & Scanners

Add a Printer or Scanner

List of Printer and Scanner Devices installed

Settings

Home

Find a setting

Devices

- Bluetooth & other devices
- Printers & scanners
- Mouse
- Touchpad
- Typing
- Pen & Windows Ink
- AutoPlay
- USB

Mouse

Select your primary button

Left

Cursor speed

Slider for cursor speed

Roll the mouse wheel to scroll

Multiple lines at a time

Choose how many lines to scroll each time

Slider for lines to scroll each time

Scroll inactive windows when I hover over them

Off

Related settings

[Adjust mouse & cursor size](#)

[Additional mouse options](#)

[Help from the web](#)

[Troubleshooting my mouse](#)

[Get help](#)

[Give feedback](#)

Mouse

Select Mouse Primary Button (Left or Right)

Cursor Speed

Mouse wheel to scroll (number of Lines)

Settings

Home

Find a setting

Ease of Access

Vision

Display

Mouse pointer

Text cursor

Magnifier

Color filters

High contrast

Narrator

Hearing

Audio

Mouse pointer

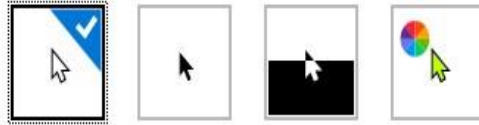
Make mouse pointer and touch feedback easier to see.

Change pointer size and color

Change pointer size



Change pointer color



Change touch feedback

Show visual feedback around the touch points when I touch the screen



On

Make visual feedback for touch points darker and larger

Related settings

[Additional mouse settings](#)

[Touchpad settings](#)

[Get help](#)

[Give feedback](#)

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

Settings


Home

Find a setting

Update & Security



- Windows Update
- Delivery Optimization
- Windows Security
- Backup
- Troubleshoot
- Recovery
- Activation
- Find my device
- For developers
- Windows Insider Program

Windows Update


 You're up to date
Last checked: Today, 7:29 PM

Check for updates

[View optional updates](#)

 This PC doesn't currently meet the minimum system requirements to run Windows 11
Get the details and see if there are things you can do in the PC Health Check app. [Get PC Health Check](#) 

 Pause updates for 7 days
Visit Advanced options to change the pause period

 Change active hours
Currently 2:00 AM to 8:00 PM

 View update history
See updates installed on your device

 Advanced options
Additional update controls and settings

Looking for info on the latest updates?

[Learn more](#)

Related links

[Check Storage](#)

[OS build info](#)

 [Get help](#)

 [Give feedback](#)

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

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 \(KB5005565\)](#)

Settings

Home

Find a setting

Update & Security








- Windows Update
- Delivery Optimization
- Windows Security**
- Backup
- Troubleshoot
- Recovery
- Activation
- Find my device
- For developers
- Windows Insider Program

Windows Security

Windows Security is your home to view and manage the security and health of your device.

Open Windows Security

Protection areas


-  **Virus & threat protection**
No actions needed.
-  **Account protection**
No actions needed.
-  **Firewall & network protection**
No actions needed.
-  **App & browser control**
No actions needed.
-  **Device security**
No actions needed.
-  **Device performance & health**
Reports on the health of your device.
-  **Family options**
Manage how your family uses their devices.

Keep your PC safe

Windows Security has options to help keep you protected online, maintain your device's health, run periodic scans, manage your threat-protection settings, and more.

Help from the web

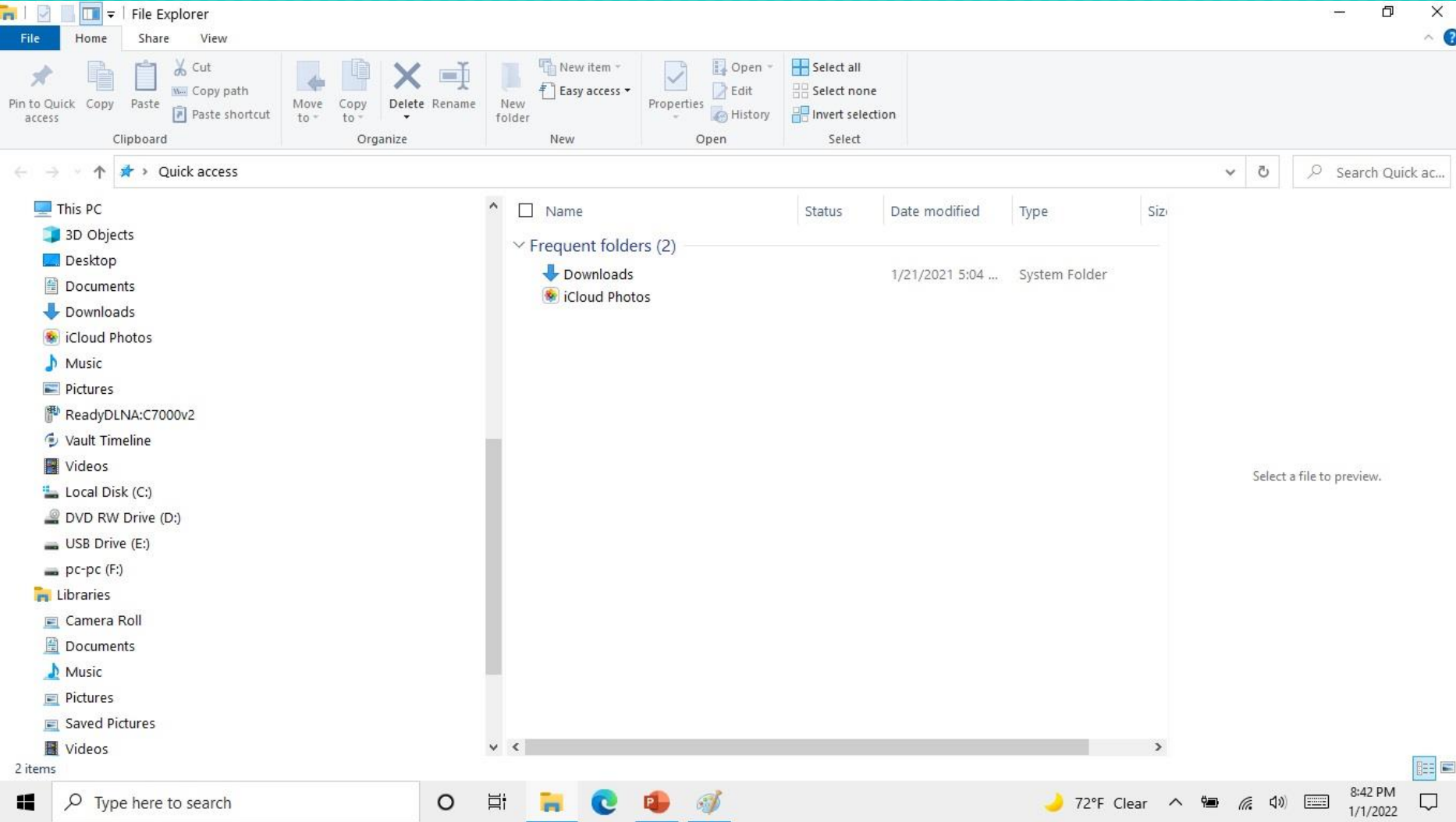
- [Adding Microsoft account security info](#)
- [Turning on Microsoft Defender Firewall](#)
- [Excluding a folder from a scan](#)
- [Using Windows Security](#)

-  [Get help](#)
-  [Give feedback](#)

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!!!!