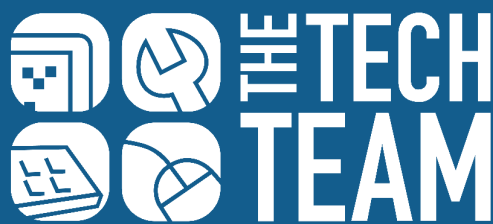


# **WINDOWS 10: UNDERSTANDING THE FEATURES AND OPERATING SYSTEM**



Technology Made Easy

# UNDERSTANDING THE FEATURES & OPERATING SYSTEM

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Windows is a computer operating system, created by Microsoft. This is what you use to do different things on your computer. Many PCs and laptops come with Windows already installed - which makes it the most widely used operating system in the world!

The most recently released version of Windows is Windows 10. This version comes pre-installed on new computers, or you may have had the option to update your computer to run on Windows 10.

## **Create an Account or Sign In:**

When you first switch on your computer, you'll be asked to make a Microsoft account (if you don't have one already). Either follow the instructions on the screen to make an account, or sign in. Each time you switch on your computer, you'll have to sign into your account - so remember to choose a secure, but memorable, password.

## **Desktop:**

Once you've signed in, the screen that you'll see is your desktop. This is like the homepage for your computer.

## **Icons:**

You may see icons on your desktop, usually towards the left hand side of the screen. These are usually shortcuts for programs, which are placed there so that you can access them easily. You can add other icons to your desktop, including files and folders.

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## **Taskbar:**

This is where the icons of programs appear when you open them. There may also be shortcuts to programs that you often use, such as an Internet browser or File Explorer. At the far right hand side of your taskbar, you'll see the date, time, and other settings such as volume control and whether you're connected to the Internet.

## **Start & Start Menu:**

The Start button is shaped like a window, and is located in the bottom left hand corner of the desktop. Click this button to open the Start menu. From here, you can open different programs and files by scrolling through the alphabetical list.

## **Search:**

To the right hand side of the Start button, there is a Search bar. Type the name of a file or program in here to find it quickly.

## **File Explorer:**

Click on File Explorer to view the files that you've created and saved. There are different folders, such as Downloads, Documents, and Pictures, and you can also create new folders to help organise your files.



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## Other Settings:

When you click the Start button, you'll see some icons appear directly above it. From top to bottom these represent different options: User, Documents, Pictures, Settings, and Power.

- User gives you the option to lock your computer, which is useful if you're stepping away for a moment. It means no one will be able to access it until you type in your password. It also gives you the option to sign out of your Microsoft account.
- Documents and Pictures are shortcuts, which open these pages in File Explorer.
- Settings enables you to adjust the settings on your computer. You can make changes to various settings, including your Network and Internet, System, Apps, and Privacy - as well as customising your desktop background and colour scheme using the Personalisation tab.
- Power allows you to shut down your computer, restart it, or to temporarily put it into the Sleep setting.

Once you've finished using your computer, make sure that you've saved any files that you have created. Then, go onto the Start Menu, click the gear icon which represents the Settings tab, and then click Shut Down. Your computer should now power off. If it doesn't power off straight away, be patient - it may be installing some updates.

# FURTHER HELP

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“What a comfort to know that when confusion strikes Jonny and his team and friendly, approachable and available to rescue the situation. Good value for money.”

- Julie & Kevin



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