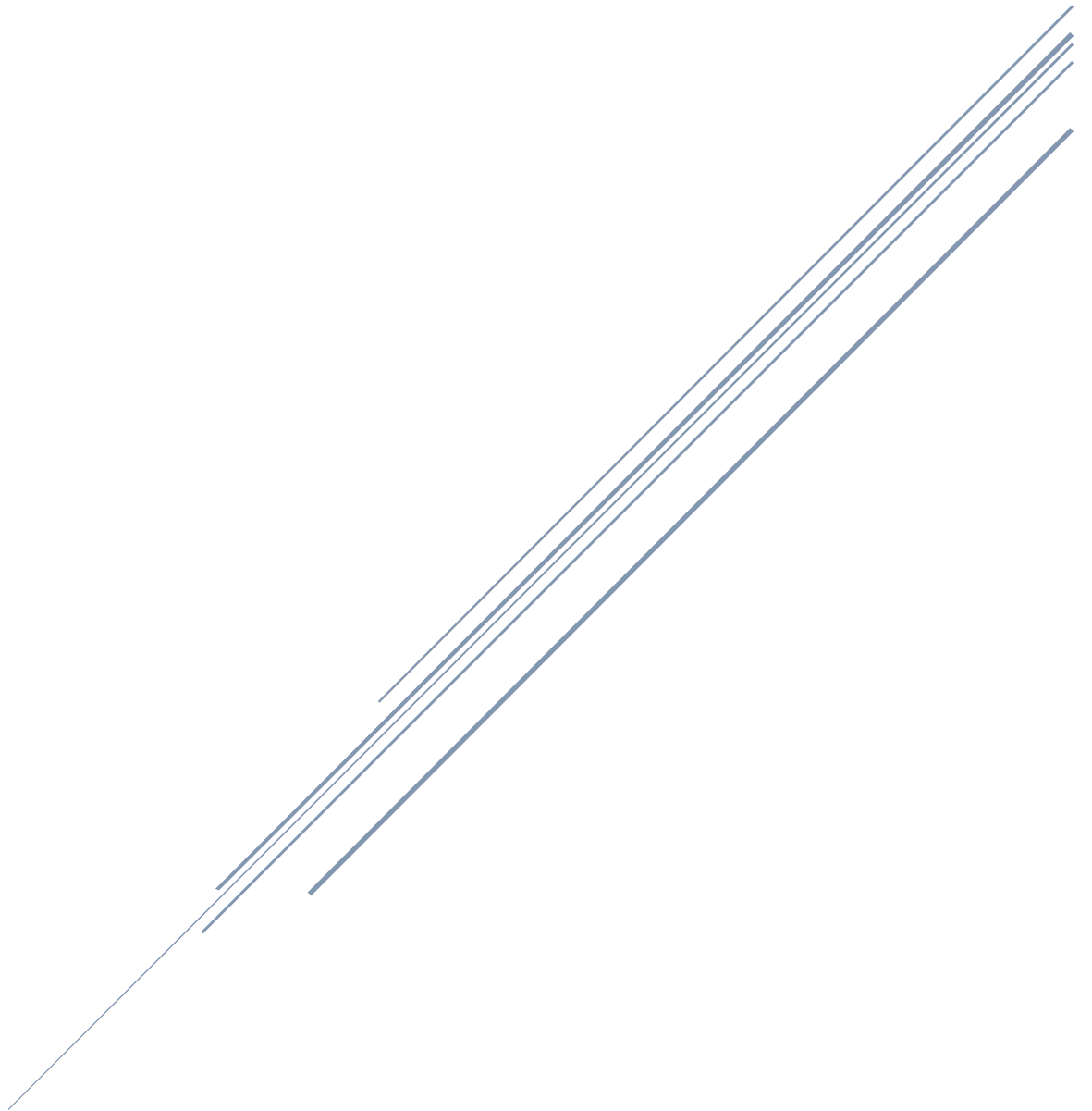


Computer

WINDOWS 10



The Islamic University Najaf
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1. Windows 10 – Overview

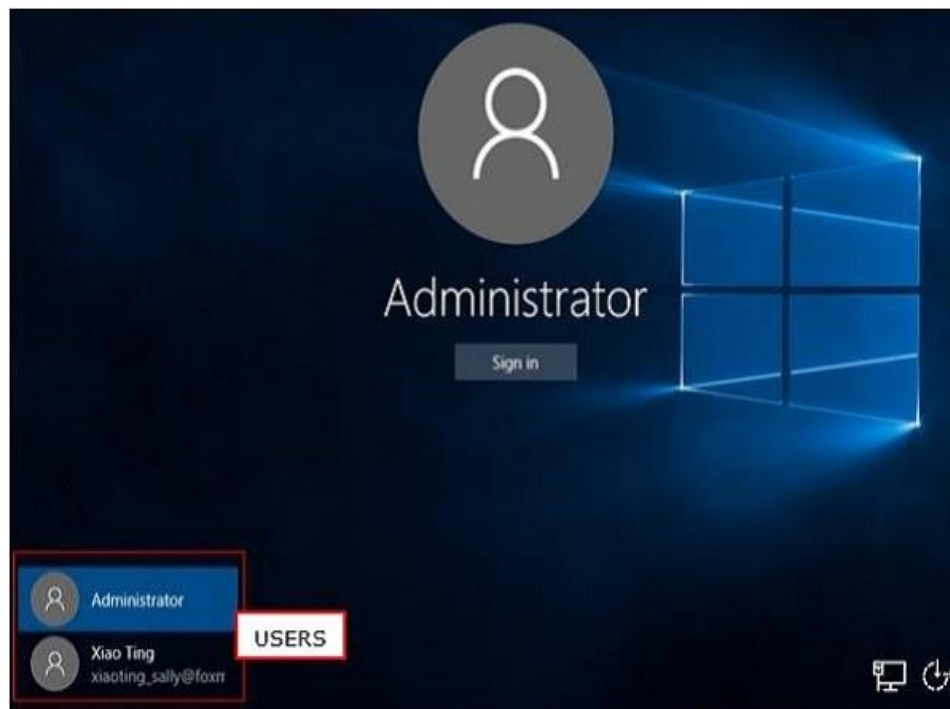
Windows 10 is the most recent version of the operating system from Microsoft. Officially it was released in 2015 and was initially offered free of charge to legitimate users of Windows 7 and Windows 8.1. This new version combines features from those two previous installments to suit the users in a better way for both desktop/laptop computers as well as mobile devices.



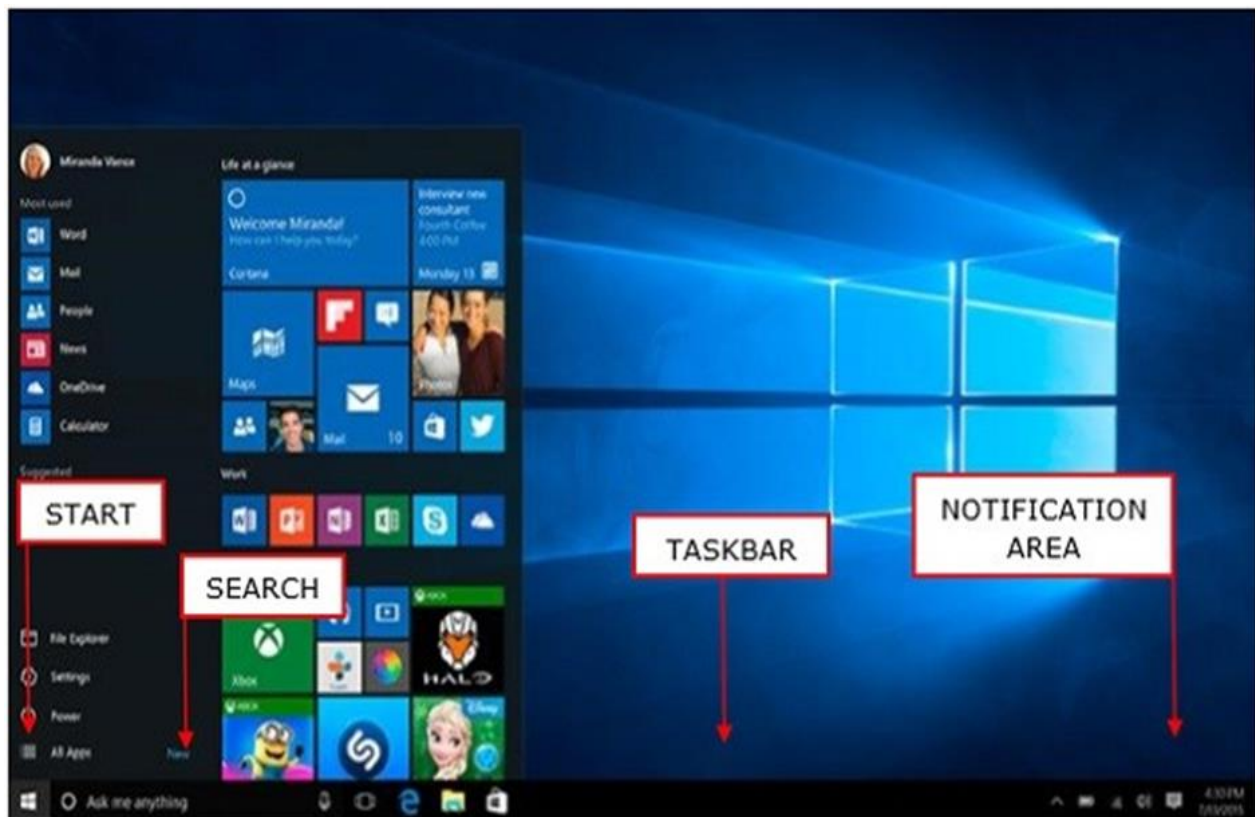
The most notable change in Windows 10 is that Microsoft replaced the Start screen tiles from Windows 8, and brought back the Start Menu. They also removed the vertical toolbars (or “charms”) that appeared from the sides of the screen. These changes make this Windows version easier to use for users of both desktop/laptops and mobile devices.

2. Getting Started

After you have installed or upgraded your Windows, you will get a Welcome Screen with the time and date. Just click anywhere to go to the User Accounts Screen.



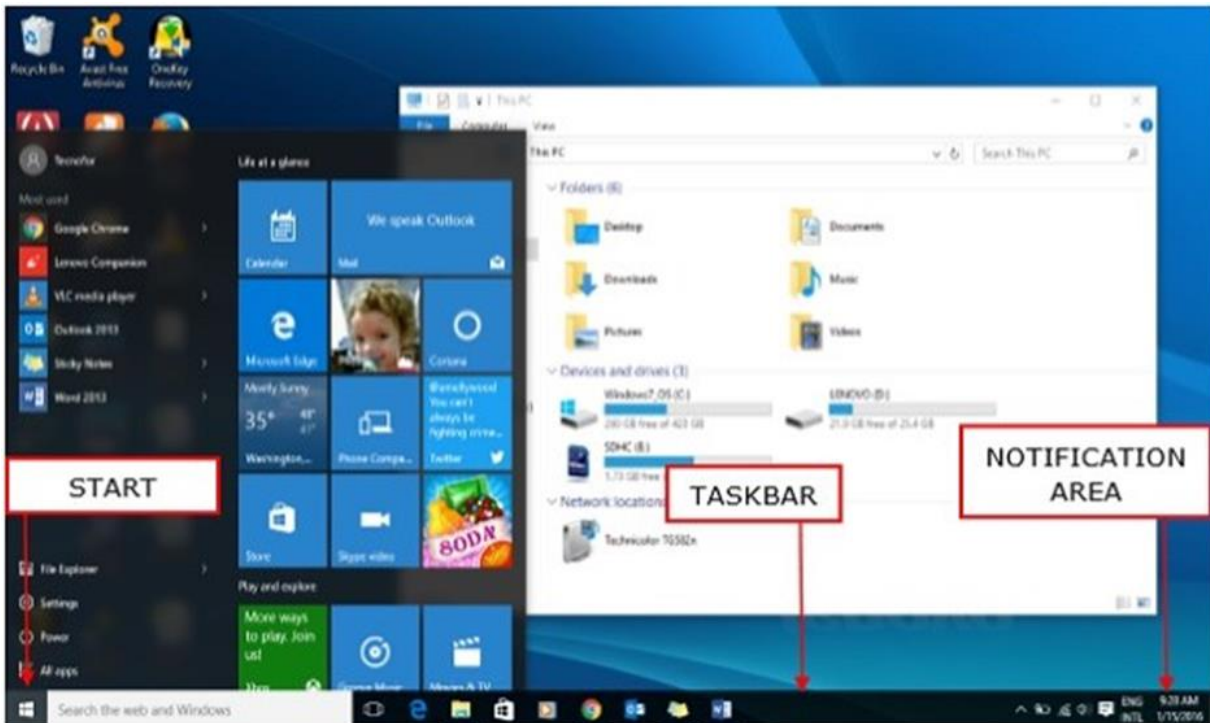
This screen lets you choose which user you want to log in to from the lower-left corner. After choosing the right user, and entering a password if necessary, you will see the Windows Desktop.



The Windows Desktop is simply your operating system main screen. Here you have access to an array of tools like the Start Menu, Taskbar, and other icons. Windows 10 also introduces a search box in the Taskbar, which facilitates browsing both your computer and the Web.

3. GUI Basics

Once you get to the Windows Desktop screen, here are some basic features you will see.



One of the most important parts of your Desktop is the Taskbar. By default, it sits at the bottom of your screen giving you access to the Start Menu, several application icons, and the Notification Area.

a. Window

Every open window features three buttons in the upper-right corner. These are used to minimize, maximize, or close the window:

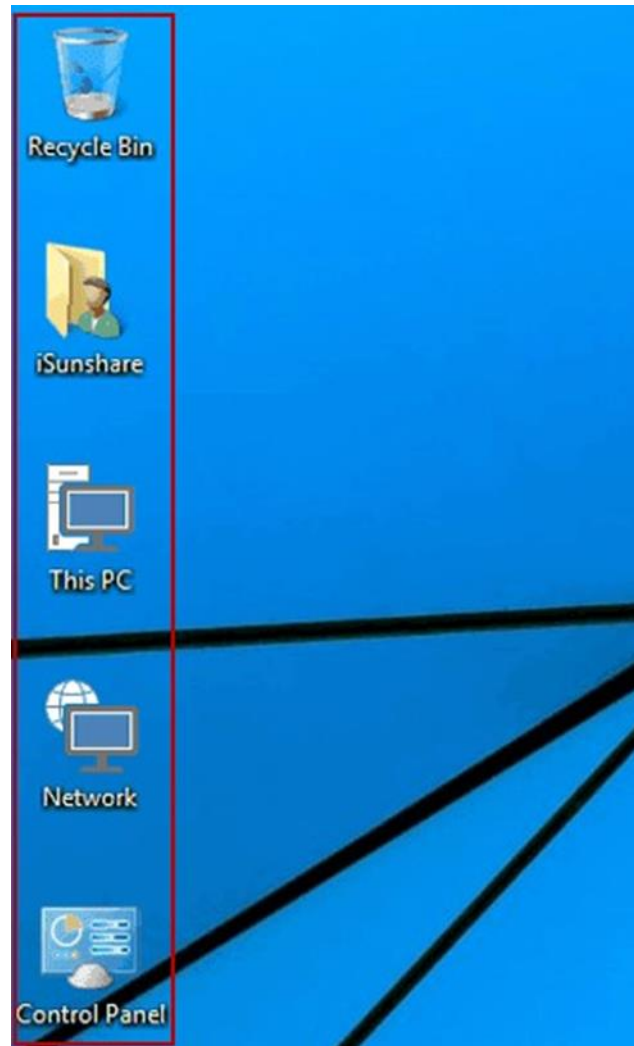
- Minimizing means that the window will hide in the Taskbar.
- Maximizing will bring the window to a full-screen size.

Windows can be moved around or resized as you please –

- To move a window, just click on its Title Bar on the upper side of the window and drag it.
- To resize a window, move your mouse to any corner until you see a double-sided arrow. Then click and drag until you reach the desired size.

b. Icons

Most Windows versions will feature different icons on the background. An icon is simply a graphic representation of an application or a file. To open or access an icon, just double click on it.



Although the amount and type of icons will vary, depending on the computer, you can add more icons by following these steps:

Step 1 – Right-click on the Desktop Background.

Step 2 – Choose “New” and “Shortcut”.

Step 3 – Browse for the application or file you want to create a shortcut to.

Step 4 – Assign a name to the shortcut and click “Finish”.

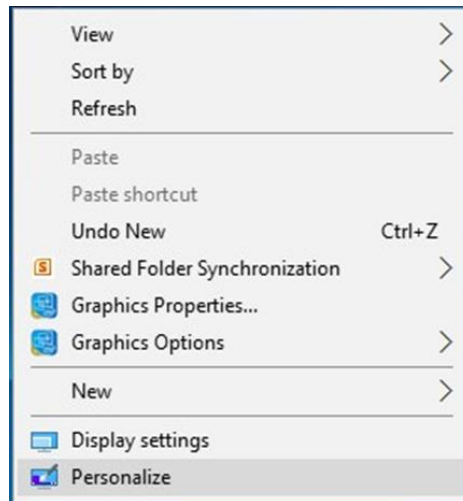
Icons can also be moved around by clicking on them and dragging them to another place in the screen.

c. Desktop Background

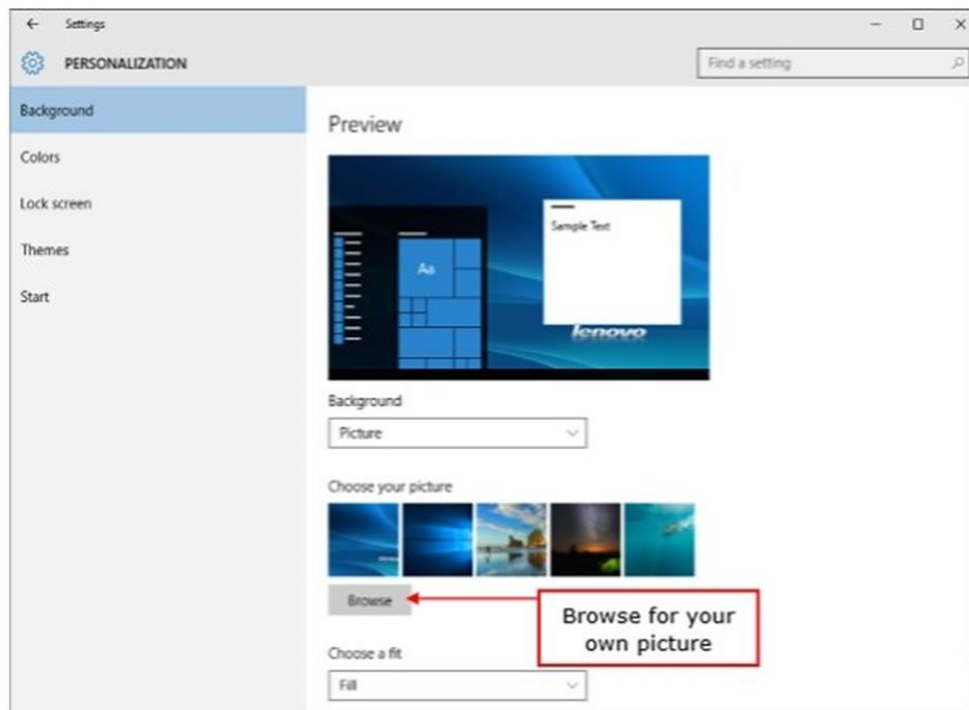
Another component of your Desktop is the Background. This is simply an image that appears at the back of your screen. Most computers come with a pre-selected background, but you can change it to any image you want.

To change the background, follow these steps:

Step 1 – Right-click on the background and choose “Personalize”.



Step 2 – From the Personalization window, choose from a series of pre-selected pictures or browse for your own.



After choosing a picture, the Background will change automatically.

4. Navigation

To navigate your Windows, you can simply type what you are looking for on the Taskbar search. It can be the name of a document or application, or just any information you are looking for.

a. Start Menu

If you are looking for a specific application, you can also open the Start Menu and click “All Applications”. This will open an alphabetical list of all the applications installed on your computer.

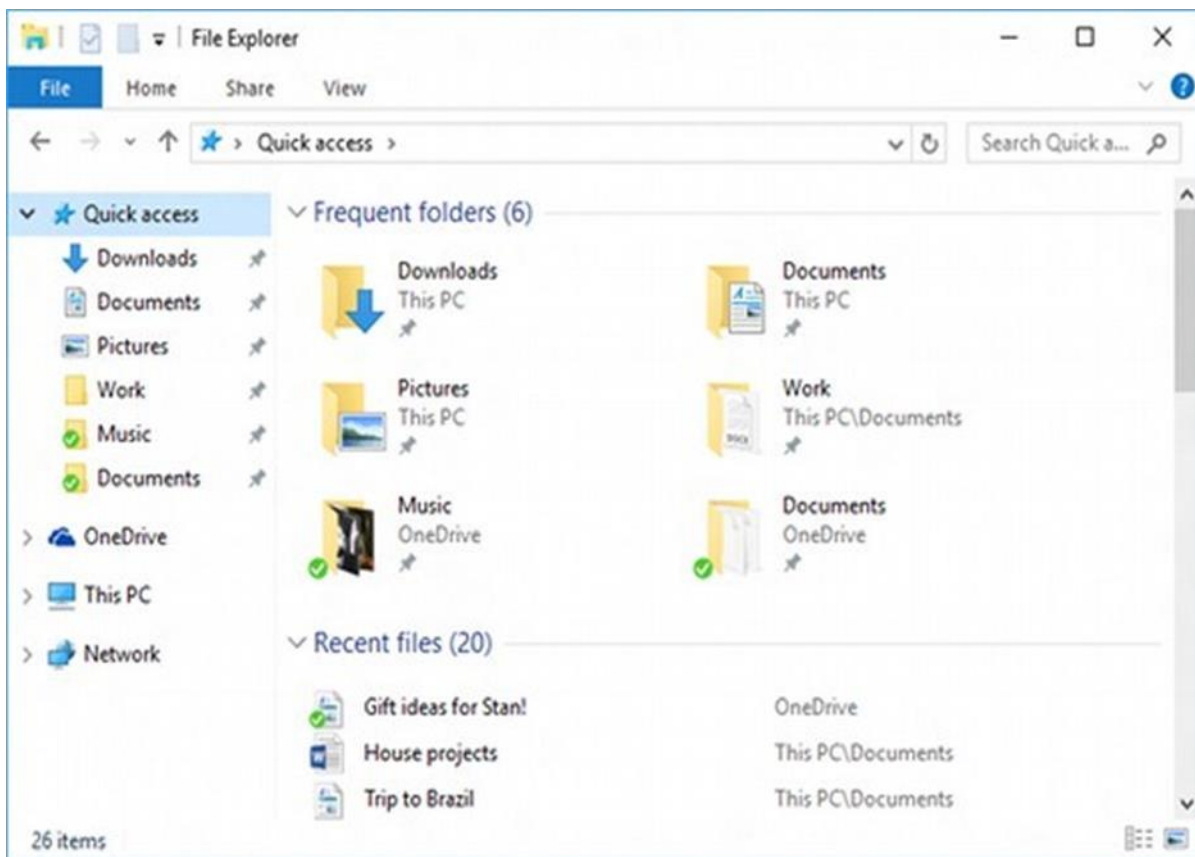


b. File Explorer

If you are looking for a specific document, another alternative is to use the File Explorer by clicking on the Folder icon on the Taskbar.



In the File Explorer window, you can browse all your folders and documents.

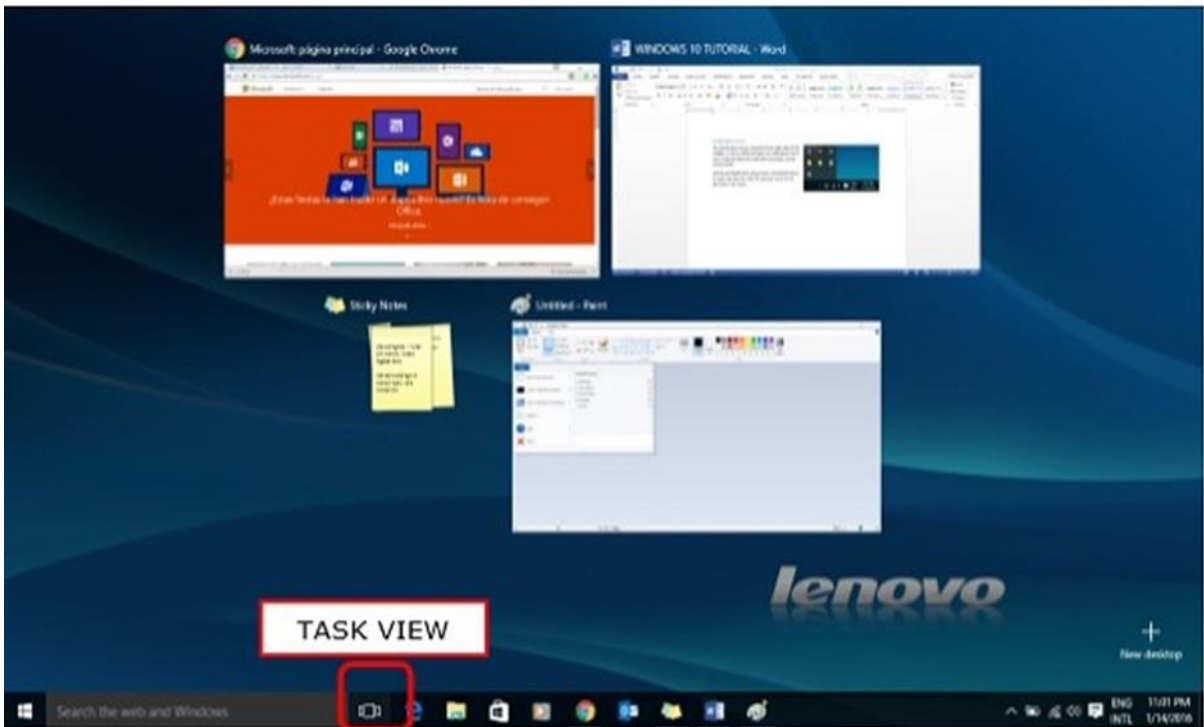


c. Virtual Desktops

One of the new features of Windows 10 is the addition of Virtual Desktops. This allows you to have multiple desktop screens where you can keep open windows organized.

To add a virtual desktop, follow these steps:

Step 1 – Click Task View on the Taskbar.



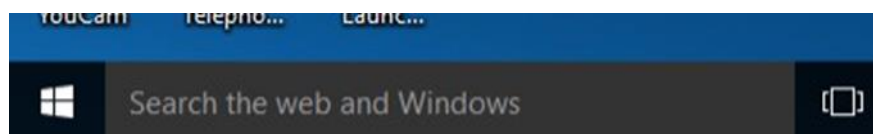
Step 2 – Click the “New desktop” option on the lower-right corner. You can access or delete the new Desktop by clicking Task View again.



5. Start Menu

The Start Menu is the main point of access to your applications. There are two main ways to open it:

Step 1 – Use your mouse to click Windows icon in the lower-left corner of the taskbar.



Step 2 – Press the Windows key on your keyboard.



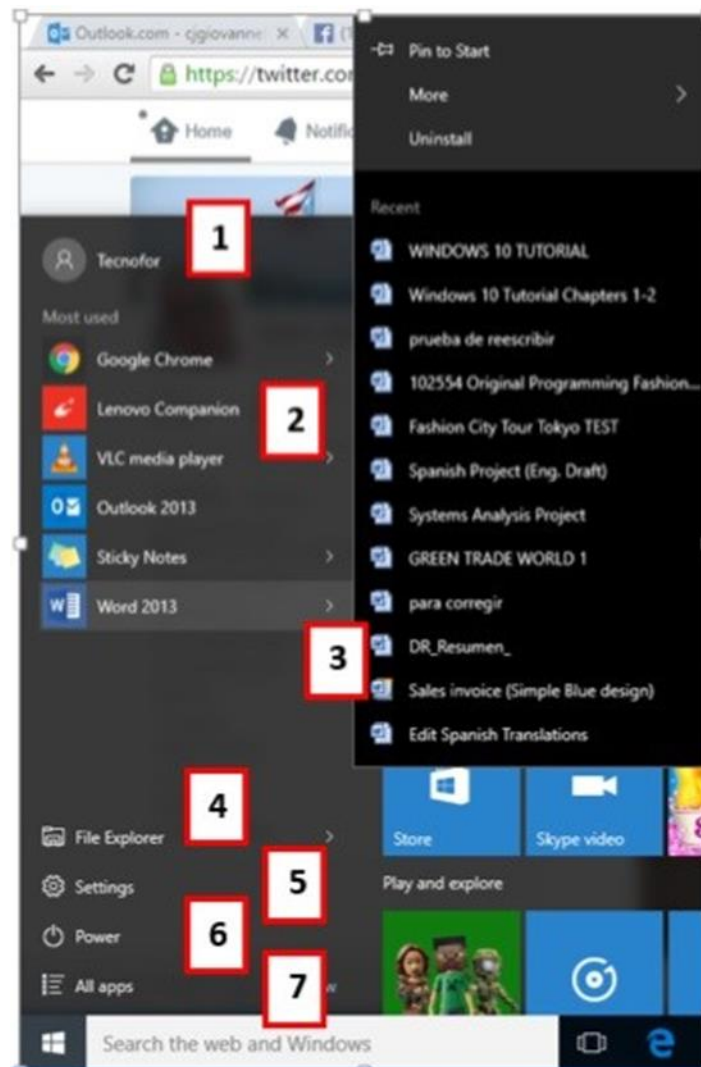
The Windows 10 Start Menu features two panes. The left pane resembles the traditional Start Menu from Windows 7 and earlier, while the right pane features live tiles that were used in Windows 8.



a. Left Pane

Among the things you can do in the left pane are:

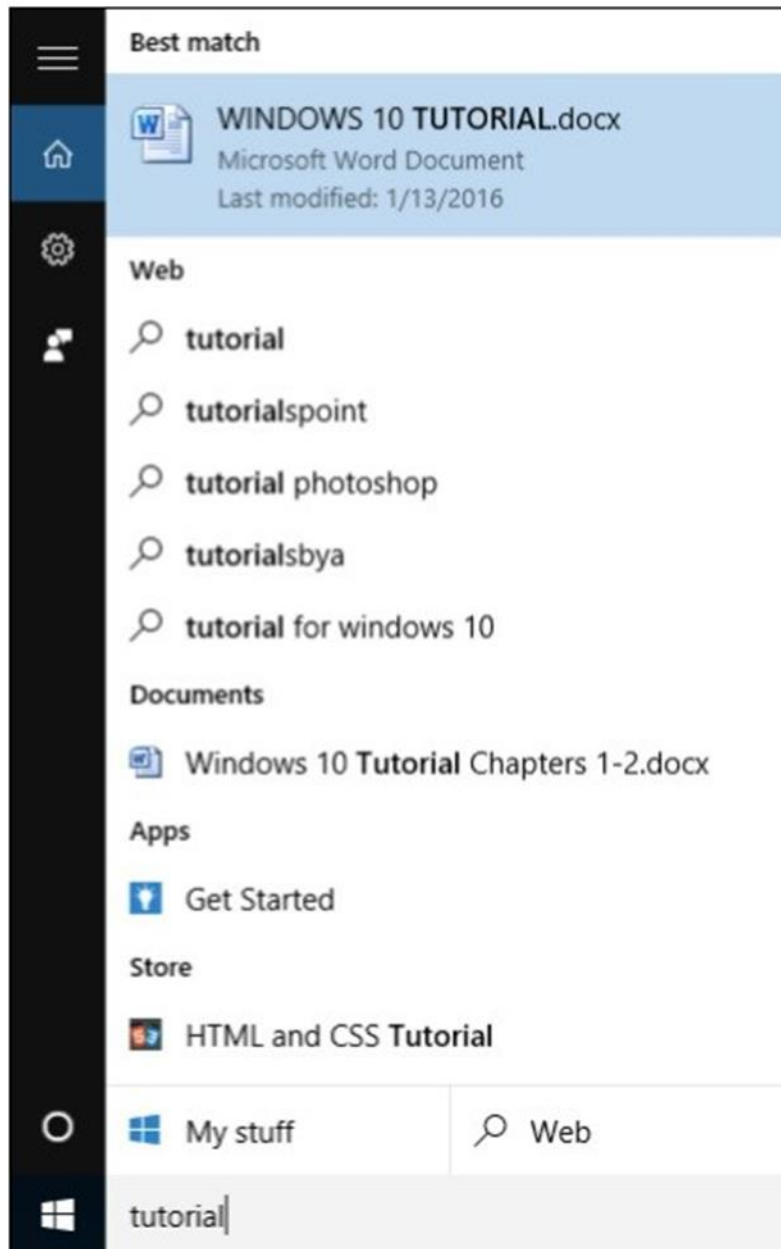
- Click the username at the top of the menu to change account settings or log in with another user.
- Access the applications you use more frequently.
- A small arrow next to an application will open a sub-menu with a list of recent documents opened with that application.
- Open the “File Explorer” to navigate your folders and files.
- Change the settings of your computer like your Internet connection or changing your background.
- See different options to shut down your computer.
- See a list of all the applications installed in your computer.



b. Search Box

The “Search box” on the Taskbar will allow you to search within your documents and files or on the Web for anything you write. The initial results will appear within the Start Menu itself.

The results will be grouped according to the closest match (or matches) labeled “Best match” at the top of the list.



The remaining results will be grouped according to what they are or their location:

- Web results
- Documents or folders
- Apps
- System settings

The icons on the left side of the menu do the following –



The Gear icon will allow you to configure the settings of your Search.

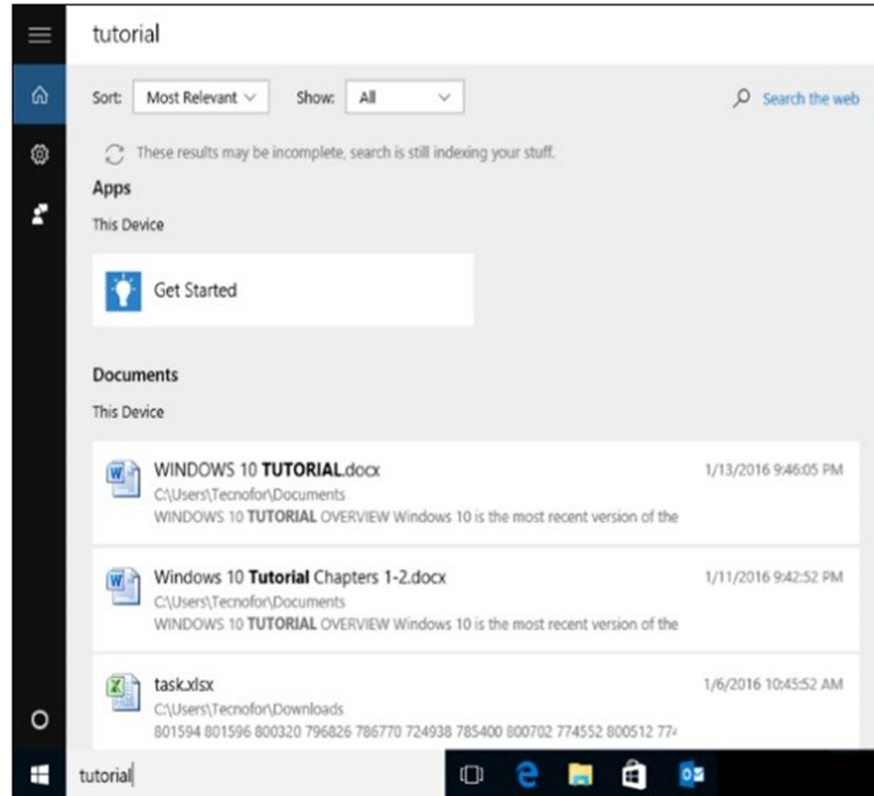


This icon will let you send Feedback to Microsoft on what you like or dislike about Windows.



The Cortana icon will activate Windows' new personal assistant

Clicking “My stuff” or “Web” at the bottom will expand the Start Menu and limit your results to the location you choose, as well as streamlining the search.



c. Right Pane

The right pane features a varied array of tiles, similar to the ones that were seen on the Start Screen of Windows 8.

These tiles can be moved and dragged to different places by holding the mouse button.

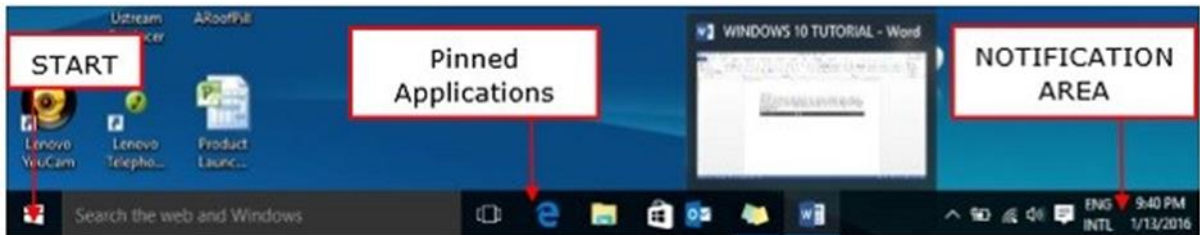


You can also configure them by right-clicking on them to see options to resize them or “unpin” them (remove them) from the Menu.

The whole Start Menu can also be resized by dragging the borders with the mouse to the desired size.

6. Taskbar

The Windows 10 taskbar sits at the bottom of the screen giving the user access to the Start Menu, as well as the icons of frequently used applications. On the right-side, the Taskbar features the Notification Area which informs the user of different things like the state of the Internet connection or the charge of the laptop battery.



The icons in the middle of the Taskbar are “pinned” applications, which is a way to have a quick access to applications you use frequently. “Pinned” applications will stay in the Taskbar until you “unpin” them.

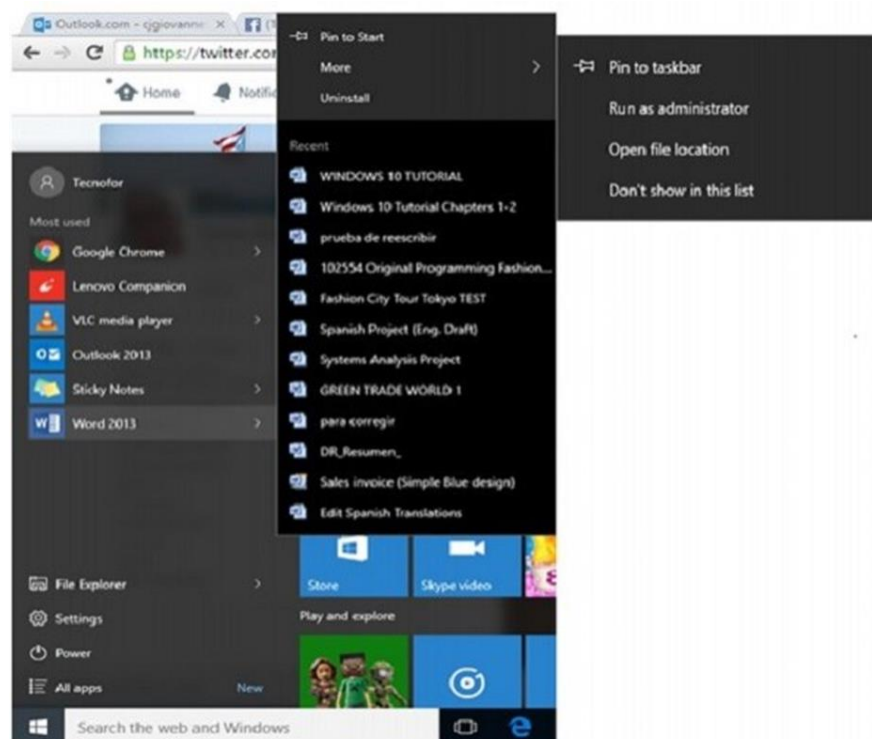
a. Pin an Application to the Taskbar

Step 1 – Search for the application you want to pin in the Start Menu.

Step 2 – Right-click on the application.

Step 3 – Select “More” option at the top of the menu.

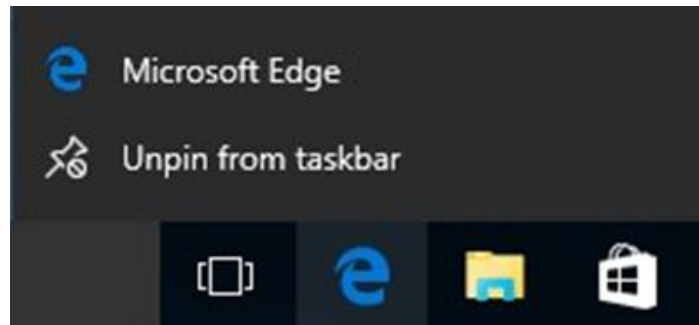
Step 4 – Select the “Pin to taskbar” option.



This will attach or “pin” the application icon to your Windows Taskbar.

b. Unpin an Application from the Taskbar

To “unpin” it, just right-click the icon in the Taskbar and select “Unpin from taskbar”. You can “pin” it back again any time you want.



c. Notification Area

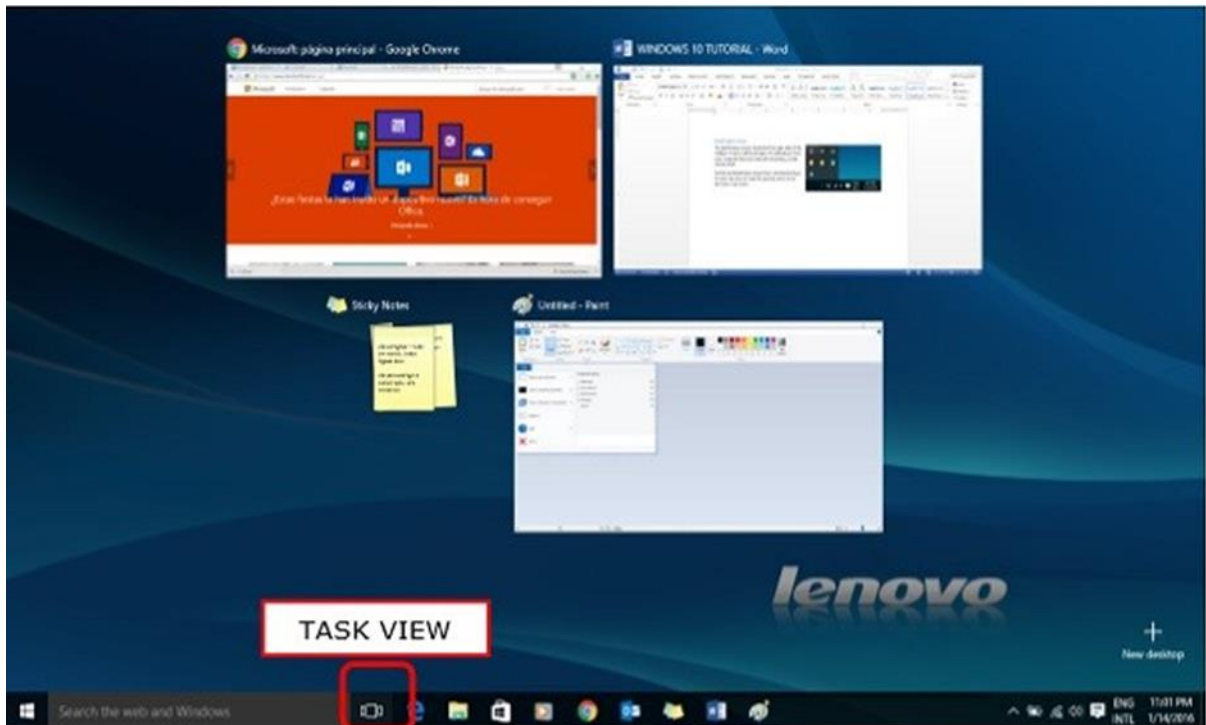
The Notification Area is located at the right side of the Taskbar. It shows different types of notifications from your computer like your Internet connection, or the volume level.

At first, the Notification Area shows a limited amount of icons. But you can click the upward arrow on its left-side to see other icons as well.



d. Task View

Task View allows you to quickly move within your open windows and applications. You can access it by clicking the “Task View” button from the Taskbar.



You can also press and hold the Windows key, and then press Tab to achieve the same result.

By pressing the Alt+Tab keyboard shortcut also serves a similar purpose.

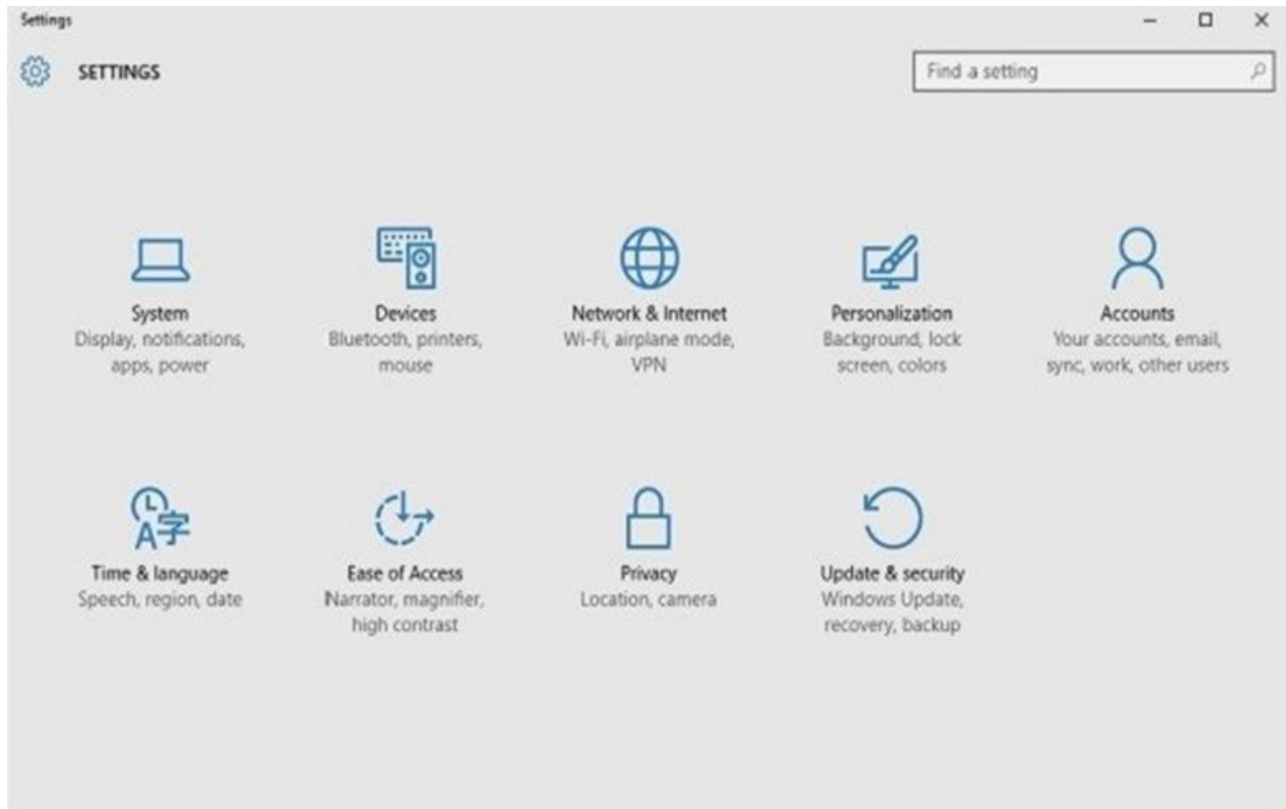


7. Tablet Mode

The Tablet Mode is a new feature in Windows 10, which allows the user to switch the system interface, whenever a tablet is detached from a base or dock. When the Tablet Mode activates, the Start Menu goes full-screen. During Tablet Mode, many other windows like the File Explorer or the Settings window also open at full screen.

How to Activate the Tablet Mode?

Step 1 – Open the Start Menu and select “Settings”.



Step 2 – Select the “System” option.

Step 3 – Turn the Tablet Mode switch from “Off” to “On”.

