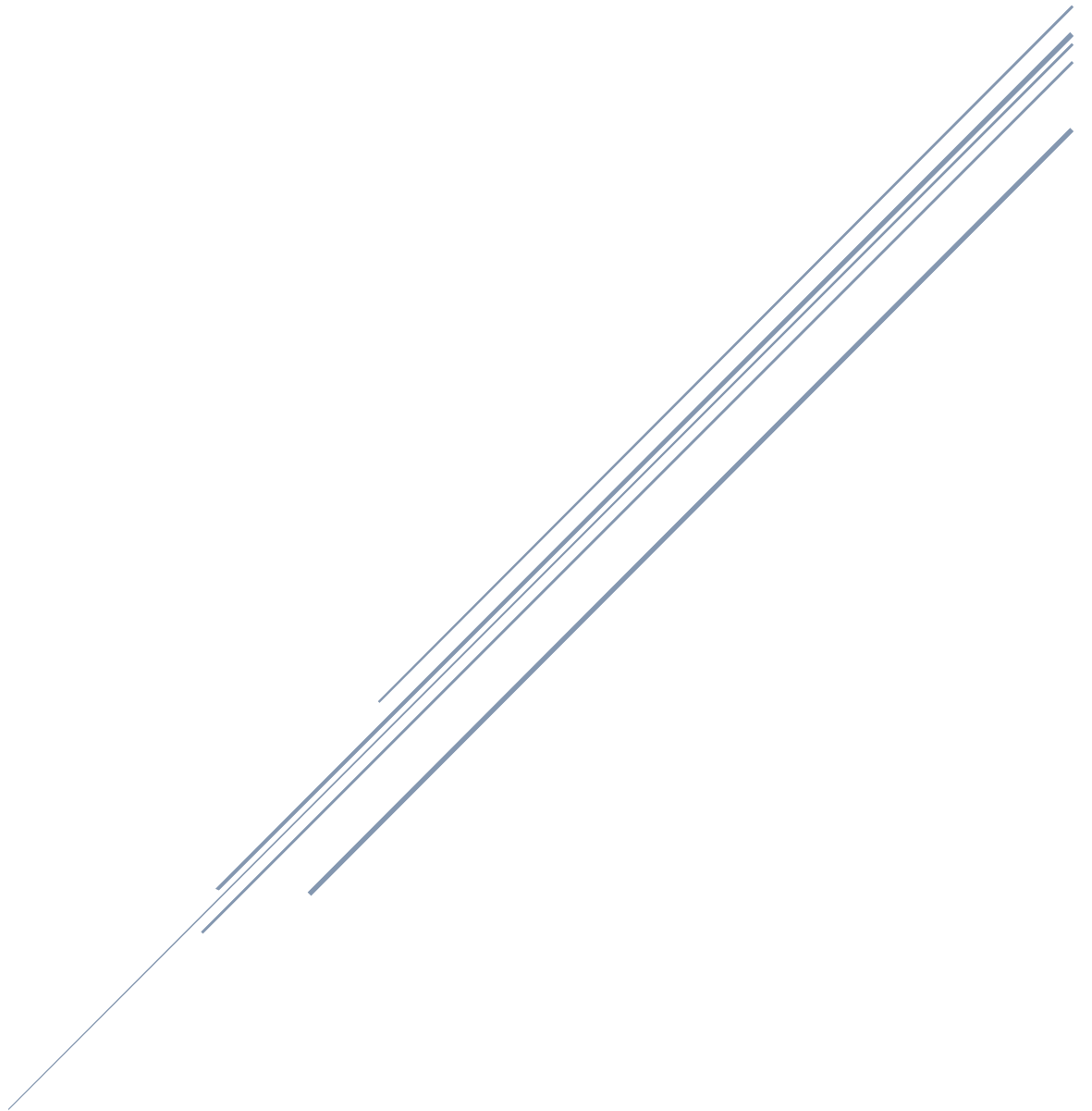


Computer

WINDOWS 10 -part2

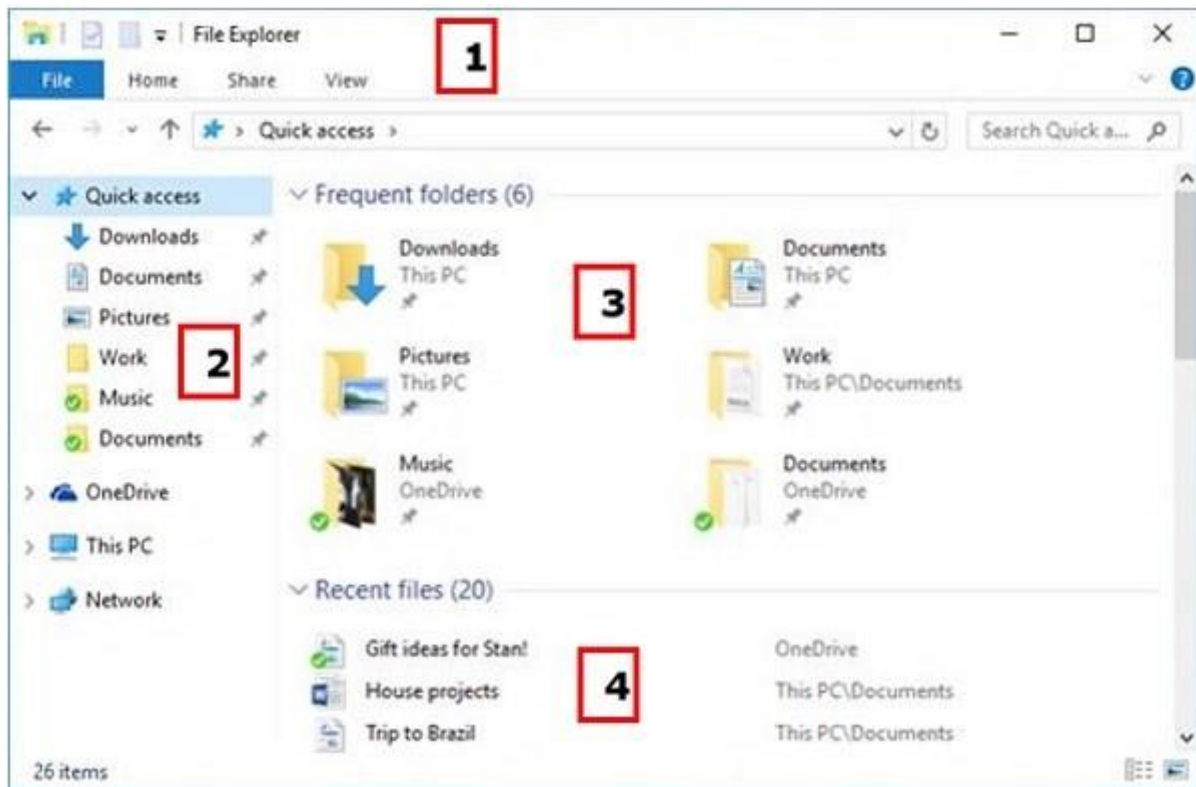


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File Explorer



The main way to access the File Explorer is by clicking the folder icon in the Taskbar. After clicking the icon, the File Explorer window will open.



The initial File Explorer window is comprised of the following sections –

1. The File Explorer ribbon, which resembles the ribbon featured in Microsoft Office. The ribbon contains buttons for common tasks to perform with your files and folders.
2. The Navigation Pane gives you access to your libraries of documents and pictures, as well as your storage devices. It also features frequently used folders and network devices.
3. The Frequent folders section on the right features the folders you've worked with recently to allow for quick access to them.
4. The Recent files section in the lower part of the window features files and documents that you've opened recently.

The File Explorer Ribbon

In Windows 10, the File Explorer features a new ribbon toolbar, similar to the one featured in the recent versions of Microsoft Office. This ribbon contains buttons and commands for the most common tasks.



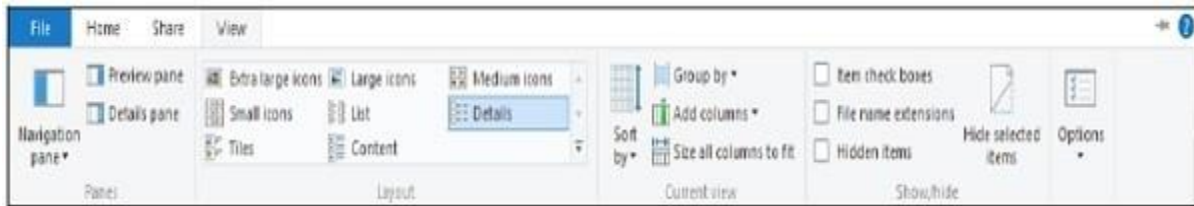
The Ribbon features four tabs, each with different commands. Among the tasks you can perform from the **Home** tab are:

- Copying and pasting files and folders from one place to another.
- Moving files and folders to another location.
- Copying files and folders to another location.
- Deleting a file or folder permanently or sending it to the Recycle Bin.
- Renaming a file or folder.
- Creating a new folder or other new items.
- Verifying or modifying the Properties of a document or folder. Opening a file or folder.
- Different options to select one or various files and folders.



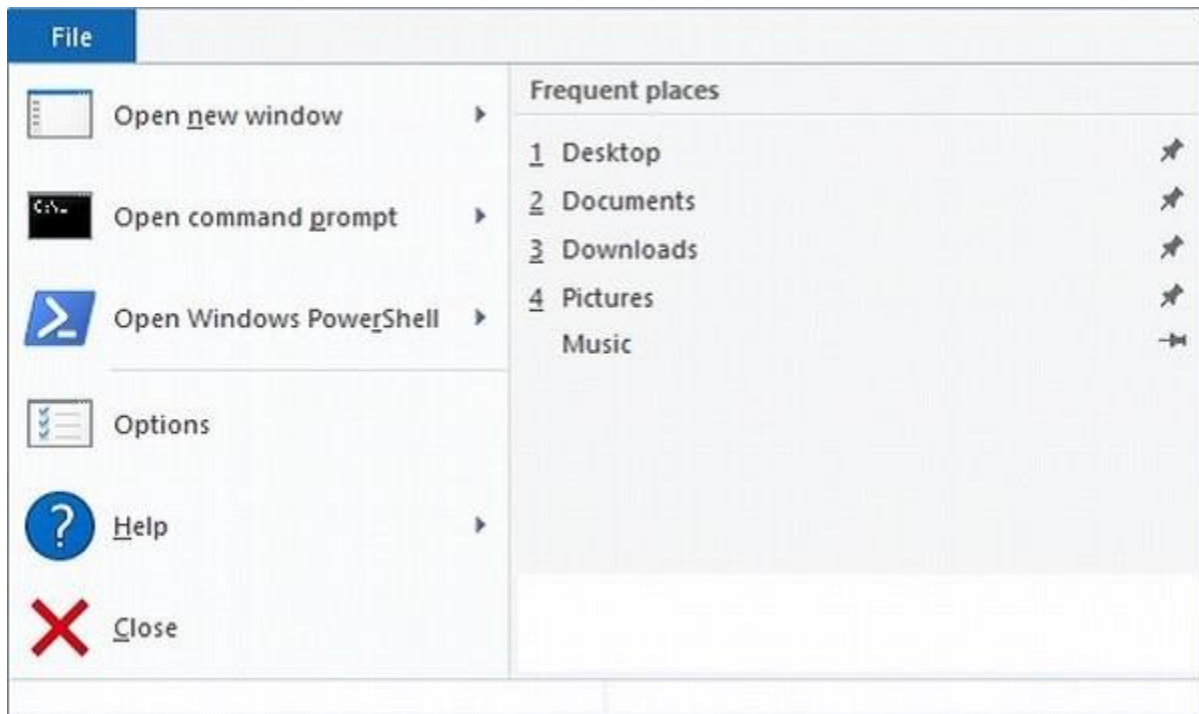
The **Share** ribbon gives you different options to share your files and folders. For example –

- E-mailing or messaging a file.
- Compressing (“Zip”) a folder to take less space.
- Printing or faxing documents.
- Sharing with other users or networks.



The **View** ribbon allows you to change the way Windows displays your files and folders. Some of the changes you can make here are –

- Adding additional panes to show a preview or details of your files.
- Changing the layout of the files and folders from icons to list, and others.
- Sorting and arranging the contents of your folder.
- Hiding selected folders or files.



The **File** tab opens a menu with different options like:

- Opening an additional File Explorer window.
- Opening command windows for advanced users.
- Changing or configuring options about how File Explorer behaves.

Working with file and folder

1. Selecting

Single object: To select a single object, click on it once.

Multiple object

There are several ways to select Multiple files or folders.

- To select a consecutive group of files or folders, click the first item, press and hold down the Shift key, and then click the last item.
- To select Multiple files or folders that are near each other, drag the mouse pointer to create a selection around the outside of all the items that you want to include.
- To select non-consecutive files or folders, press and hold down the Ctrl key, and then click each item that you want to select.
- To select all of the files or folders in a window, on the toolbar, click Organize, and then click Select all. If you want to exclude one or more items from your selection, press and hold down the Ctrl key, and then click the items.

Notes: After selecting files or folders, you can perform many common tasks, such as copying, deleting, renaming, printing, and compressing. Simply right-click the selected items, and then click the appropriate choice.

2. Rename

- Click the file or folder to select it
- Click the organize button on the toolbar, and then click Rename
- With the name selected highlights, type a new name, or click to position the insertion point, and then edit the name.
- Press Enter

Notes:

- *Right-click the file or folder you want to rename, click Rename, type a name, and then press Enter.*
- *You can also select the file, then press F2, type a name, and then press Enter.*
- *File names can be up to 255 characters. You can use spaces and underscores in names, but you can't use the following characters: * : < > | ? " \ or /. Remember the best way to keep your files organized is with a consistent naming convention.*

3. Copying

When you copy an item, the original item remains in its original location— plus you have the new copy

- Open the location that contains the file you want to copy.
- Right-click the file, and then click Copy.
- Open the location where you want to store the copy.
- Right-click an empty space within the location, and then click Paste. The copy of the original file is now stored in the new location.

Notes:

- *Another way to copy and paste files is to use the keyboard shortcuts Ctrl+C (Copy) and Ctrl+V (Paste).*
- *You can also press and hold the right-mouse button and then drag the file to the new location. When you release the mouse button, click Copy here.*

4. Moving (cut)

Moving a file (or folder) is different from copying it. Moving cuts the item from its previous location and places it in a new location. Copying leaves the original item where it was and creates a copy of the item elsewhere. In other words, when you copy something, you end up with two of it. When you move something, you only have the one thing.

- Open the drive or folder containing the file or folder you want to move.
- Select the files or folders you want to move.
- Click the Organize button on the toolbar, and then click Cut.
- Display the destination folder where you want to move the files or folder.
- Click the Organize button on the toolbar, and then click Paste.

Copy or Move a File or Folder Using Drag and Drop

- Open the drive or folder containing the file or folder you want to copy or move.
- Select the files or folders you want to copy or move.
- In the Navigation pane, point to a folder list to display the expand and collapse arrows.

- Click the arrows to display the destination folder, and then click the destination folder.
- Right-click the selected files or folders, drag to the destination folder, and then click Copy Here or Move Here.

Notes:

- *To move the selected items, drag them to the destination folder. To copy the items, hold down the Ctrl key while you drag.*
- *Another way to copy and paste files is to use the keyboard shortcuts Ctrl+X (Cut) and Ctrl+V (Paste). Pay attention to pop-up messages that appear when dragging—you can use these to find out what will happen when you release the mouse button.*

5. Create a Folder

- Open the drive or folder where you want to create a folder.
- Click the New folder button on the toolbar.
- With the New Folder name selected, type a new name.
- Press Enter.

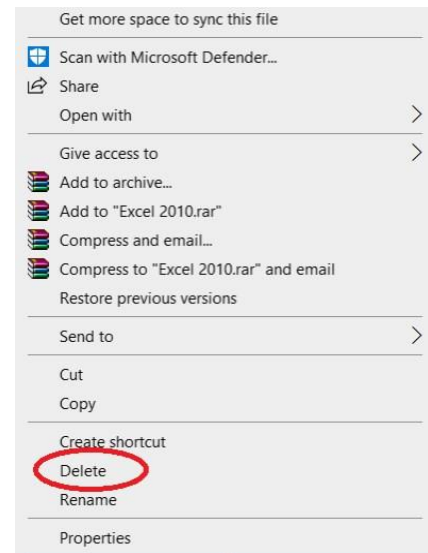
Notes: Right-click a blank area on the desktop or in the folder window, point to New, and then click Folder.

6. Deleting

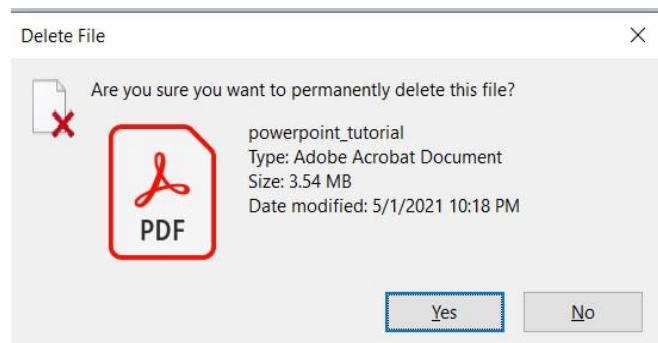
- Select the file or folder.
- Click the Organize button and select Delete from the pull-down menu.
- After you select delete a confirmation message appears.

Notes:

- *You can also delete a file or folder by press right click on the item and then click delete.*



- *Or press Del buttons on the keyboard.*
- *The easiest way to delete on the desktop by drag and drop it to recycle Bin.*
- *When you delete a file or folder from your hard disk, it's not deleted right away. Instead, it's stored in the Recycle Bin until the Recycle Bin is emptied.*
- *If you delete a file or folder from a network folder or from a USB flash drive, it might be permanently deleted rather than being stored in the Recycle Bin.*
- *If a file can't be deleted, it might be in use by a program that's currently running. Try closing the program or restarting your computer to fix the problem. For more information.*
- *To permanently delete a file without first moving it to the Recycle Bin, select the file, and then press Shift + Delete.*



Permanently delete files from the Recycle Bin

When you delete a file, it's usually moved to the Recycle Bin so that you can restore the file later if necessary.

To permanently remove files from your computer and reclaim any hard disk space they were using, you need to delete the files from the Recycle Bin. You can delete individual files from the Recycle Bin or empty the entire Recycle Bin at once.

1. Open the Recycle Bin by double-clicking the Recycle Bin on the desktop.
2. Do one of the following:
 - To permanently delete one file, click it, press Delete, and then click Yes.
 - To delete all of the files, on the toolbar, click Empty the Recycle Bin, and then click Yes.

Notes:

- *You can empty the Recycle Bin without Empty Recycle Bin opening it by right-clicking the Recycle Bin and then clicking Empty Recycle Bin.*
- *You can permanently delete a file from your computer without sending it to the Recycle Bin by clicking the file and then pressing Shift + Delete.*

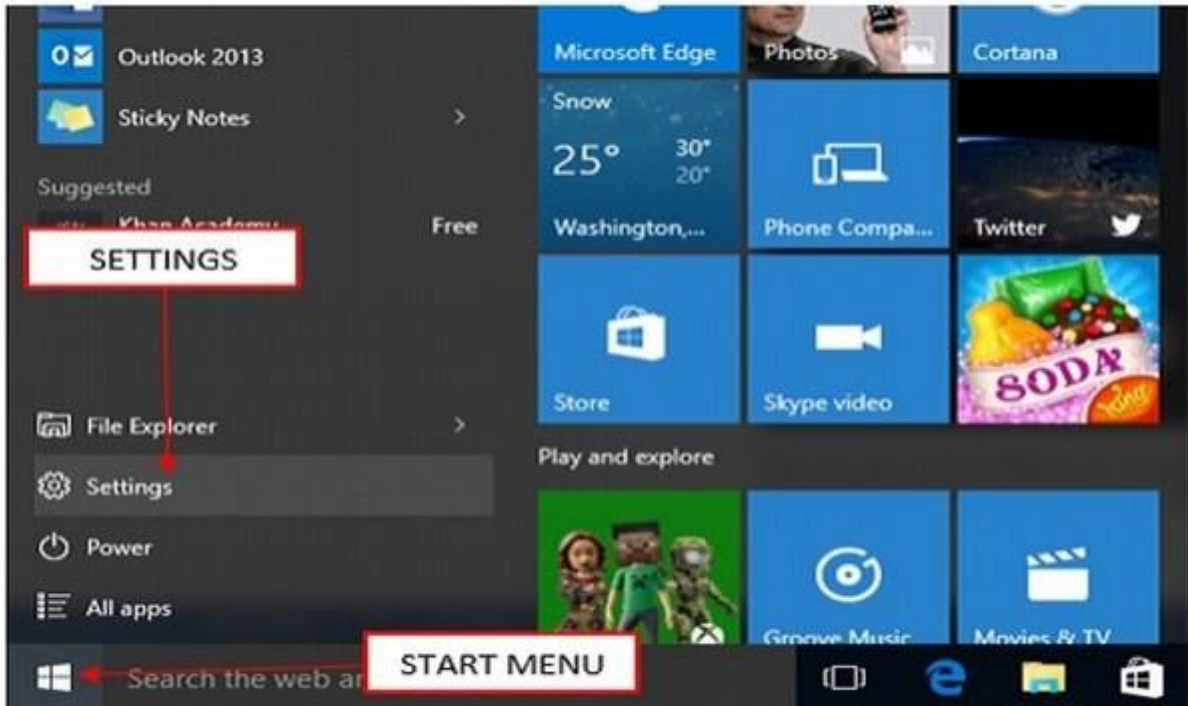
Restore item from recycle Bin

- Open the Recycle Bin by double-clicking the Recycle Bin on the desktop.
- Do one of the following:
 - To restore a file, click it, and then, on the toolbar, click Restore this item.
 - To restore all of the files, make sure that no files are selected, and then, on the toolbar, click Restore all items.
 - The files will be restored to their original locations on your computer.

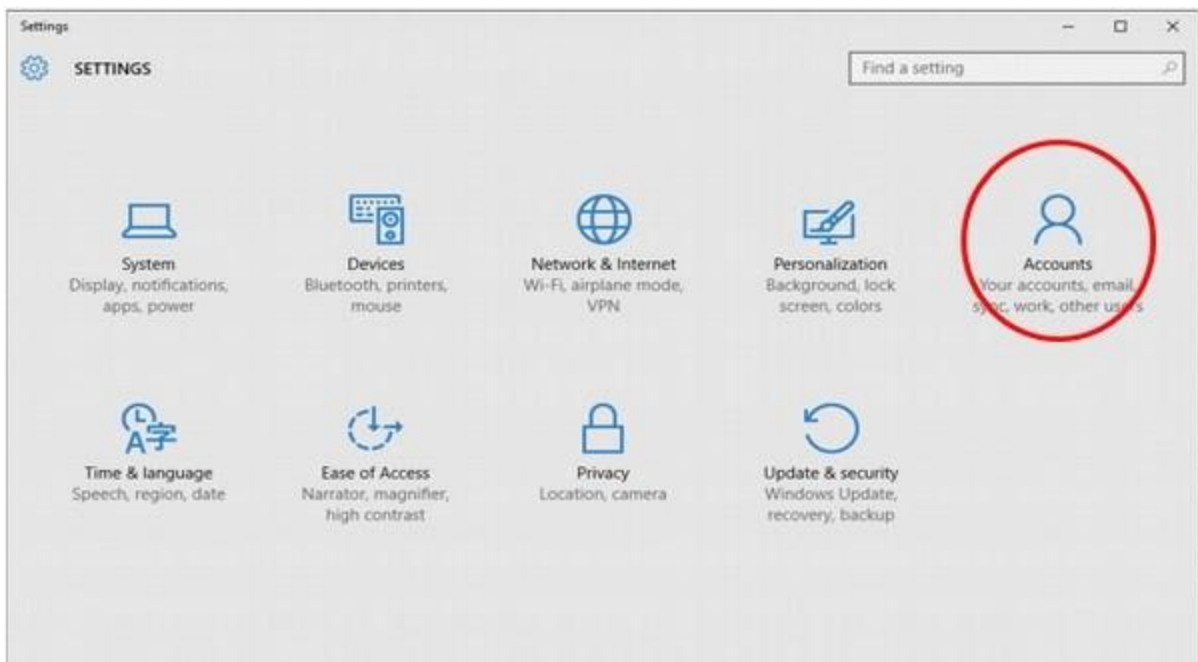
Making Password or PIN

Step 1 – Open the Start Menu.

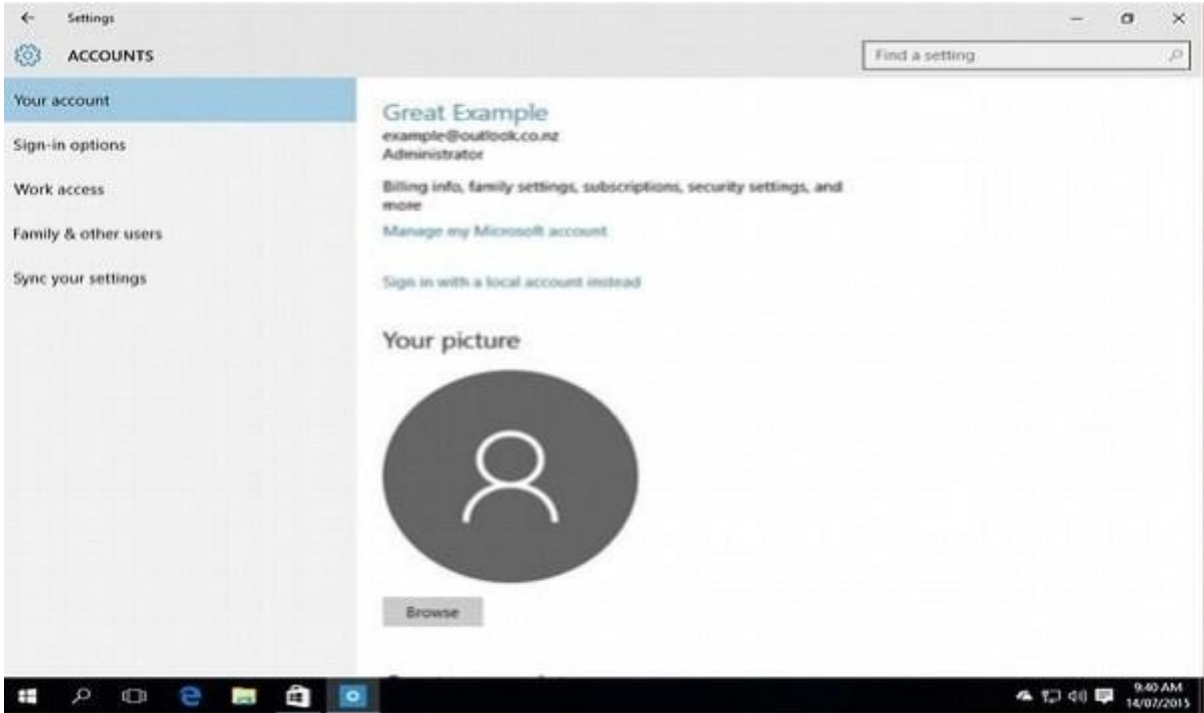
Step 2 – Click on **Settings**



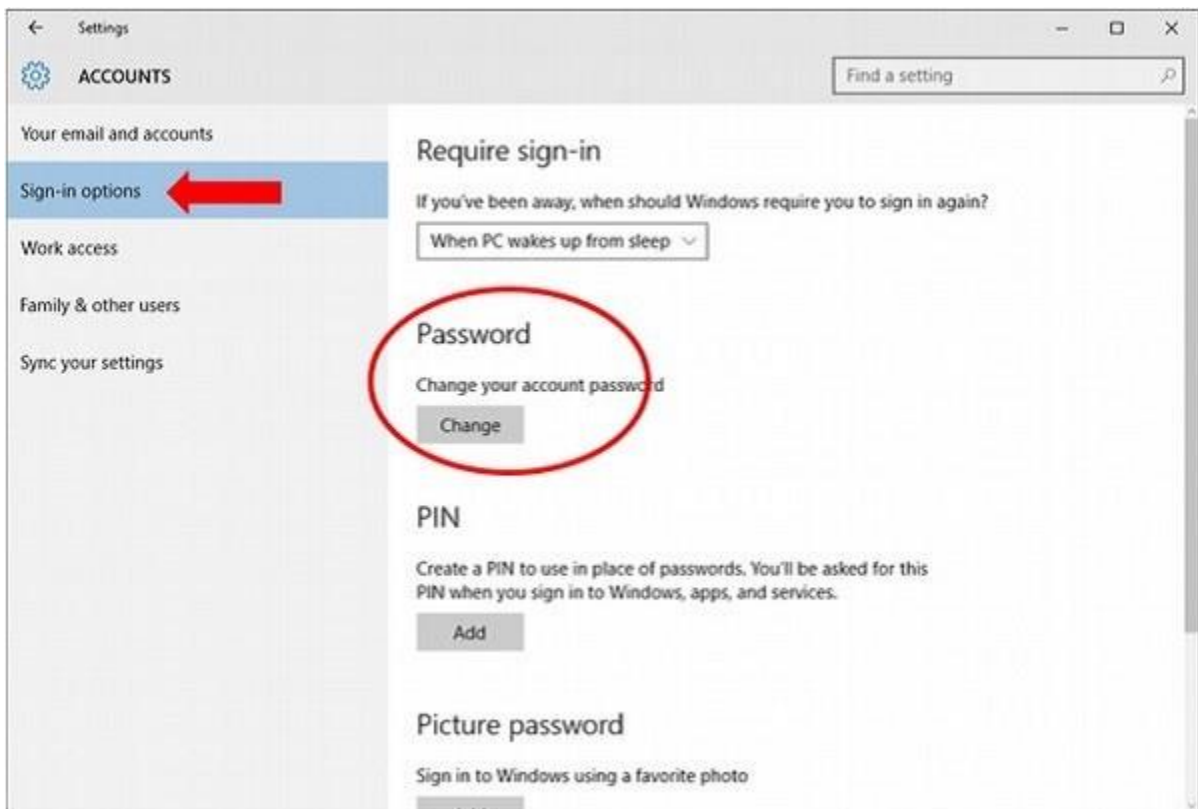
Step 3 – From the **SETTINGS** window, choose **Accounts** option.



Step 4 – In the **ACCOUNTS** window, choose the account setting you want to configure



Step 5- Choose **sign-in options**, for creating your password.



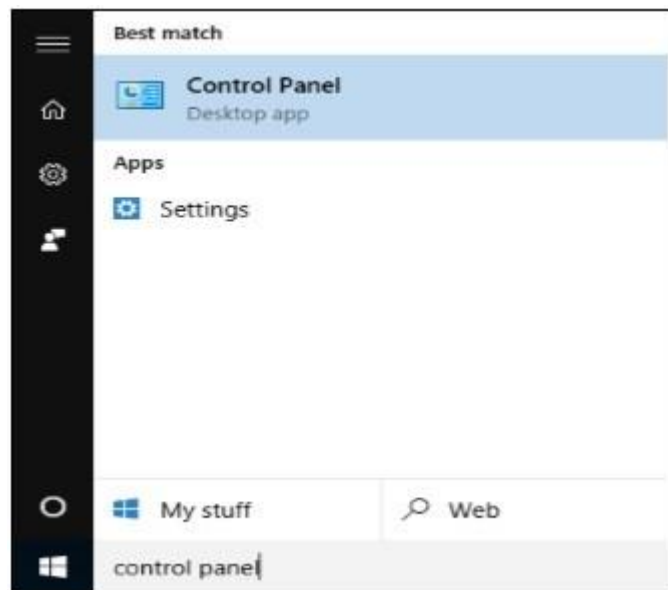
Step 6- Under **Sign-in options**, Windows 10 lets you change your password. It also lets you choose when the computer will ask you to sign in.

Windows Firewall

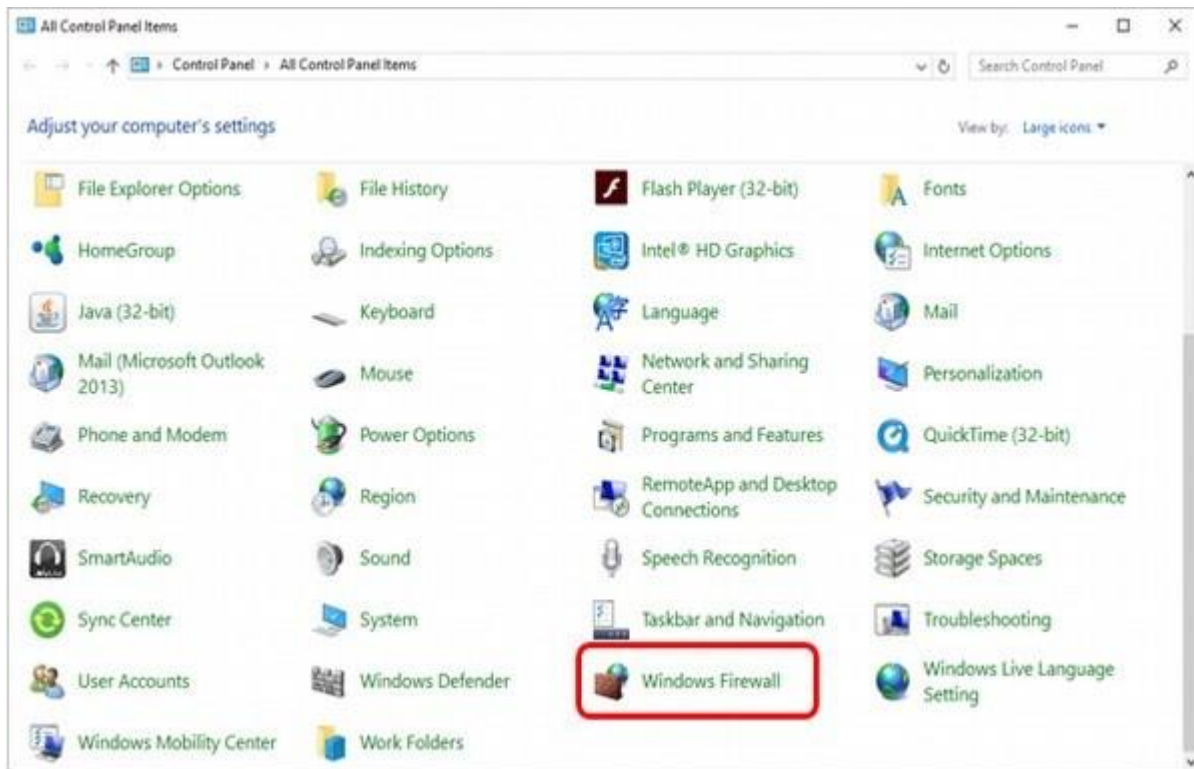
Windows Firewall prevents unauthorized access from outside to get into your computer. By default, it is turned on to protect your computer and your network.

If you want to customize your Firewall, follow these steps –

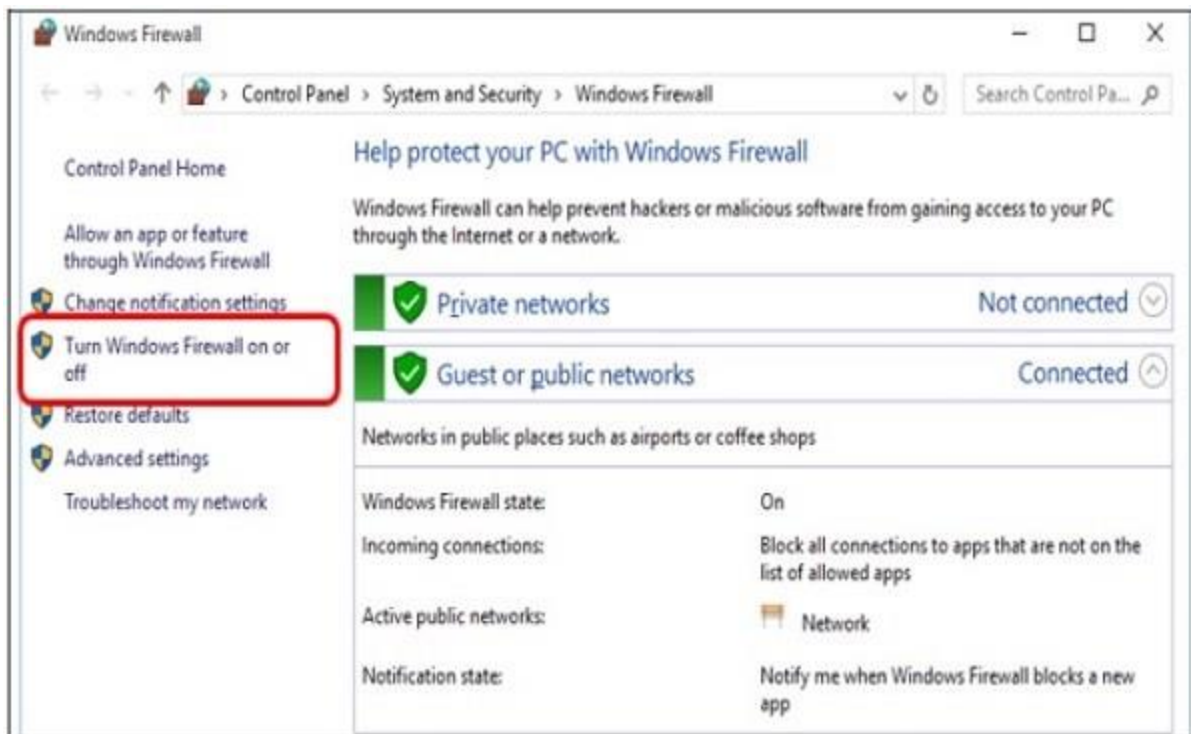
Step1 – Open the **Control Panel** by searching for it in the Search bar. (or from desktop)



Step 2 – When the Control Panel is open, choose **Windows Firewall**.



Step 3 – In the **Windows Firewall** window, you can customize the settings of it by turning it on or off or choosing when to protect your computer.



Web Browsing

Windows 10 includes the first version of Microsoft's new browser – Edge. By default, Edge can be accessed by clicking on the icon placed on the taskbar.



When Edge opens, it presents a window similar to most browsers. The toolbar, however, is more simplified than the Internet Explorer.



It features the following buttons –

- Back – Takes you to the previous web page.
- Forward – Takes you to the next web page.
- Refresh – Reloads the web page.
- New tab – Add another tab to see a different web page.
- Hub (Favorites and History) – See lists of favorite web pages and history of visited web pages.
- Web Notes – Make Web Notes on the web page.
- Share – Share the web page via e-mail or other methods.
- More options – See more options to configure the browser.

Adding a Web Page to your Favorites

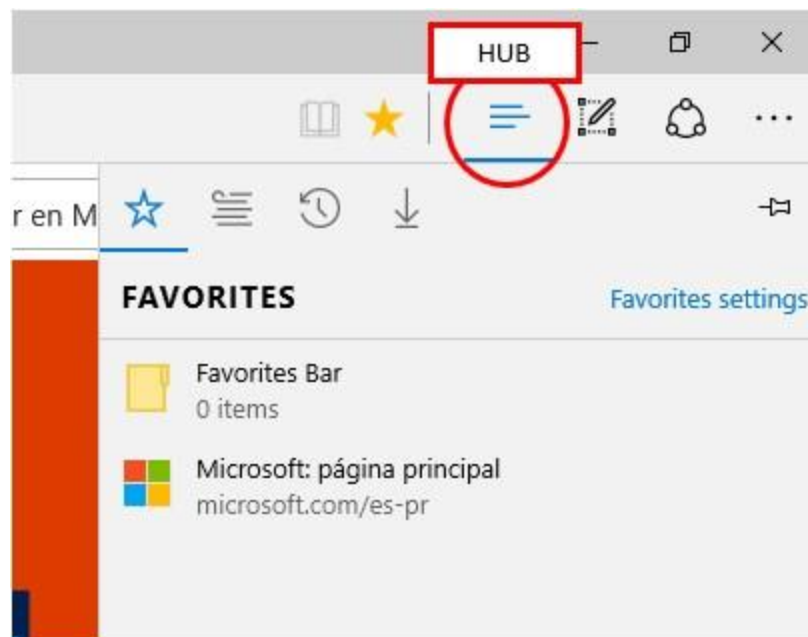
Like most browsers, Edge allows you to store pages that you visit frequently as “Favorites”. To do this, follow these steps –

Step 1 – Go to the page you want to add as a “Favorite”.

Step 2 – Click on the “Star” button on the right-side of the browser.

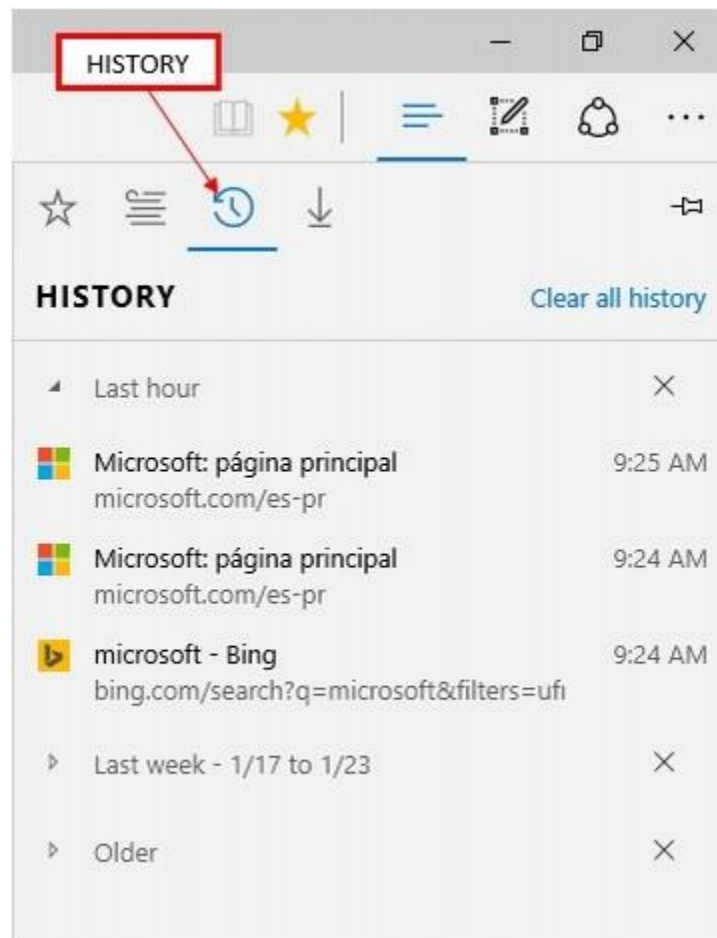


You can then access your list of Favorite websites by clicking the “Hub” button on your browser.



Reviewing Browsing History

The same “Hub” button can also present you a list or “History” of web pages you’ve visited.

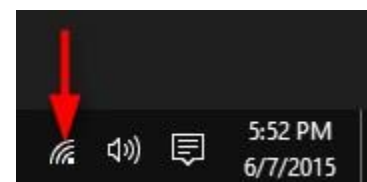


If you wish, you can clear the history by clicking on the “**Clear all history**” option in the menu.

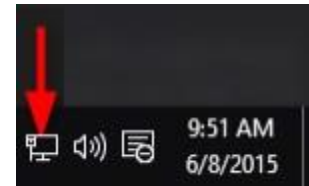
Networking

Like previous Windows version, Windows 10 will let you know the status of your network connection in the Notification Area.

If the connection is wireless, you will see this icon.



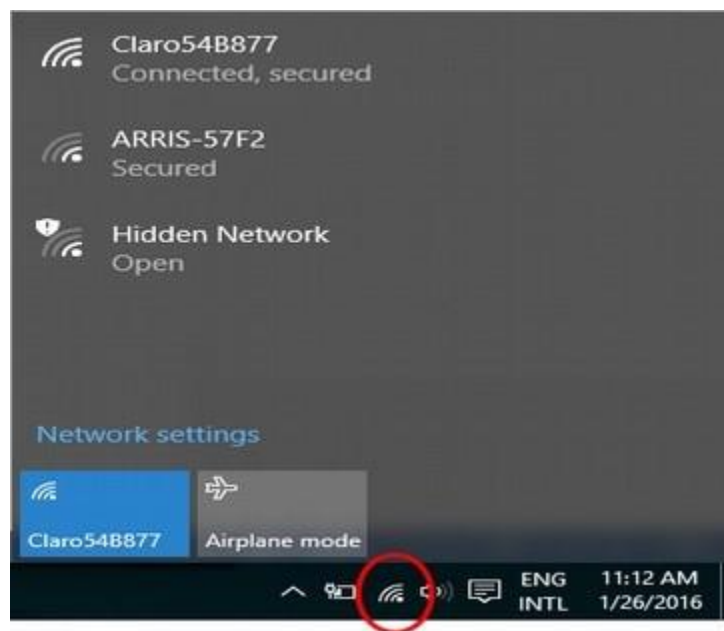
If the connection is wired, you will see this icon.



Wireless Connection (Wi-Fi)

If your connection is wireless, clicking on the wireless icon will show you details of your connection as well as other wireless networks available.

Clicking on Network settings will take you to the Network & Internet window, which presents more specific details about your connection, and options to configure it.

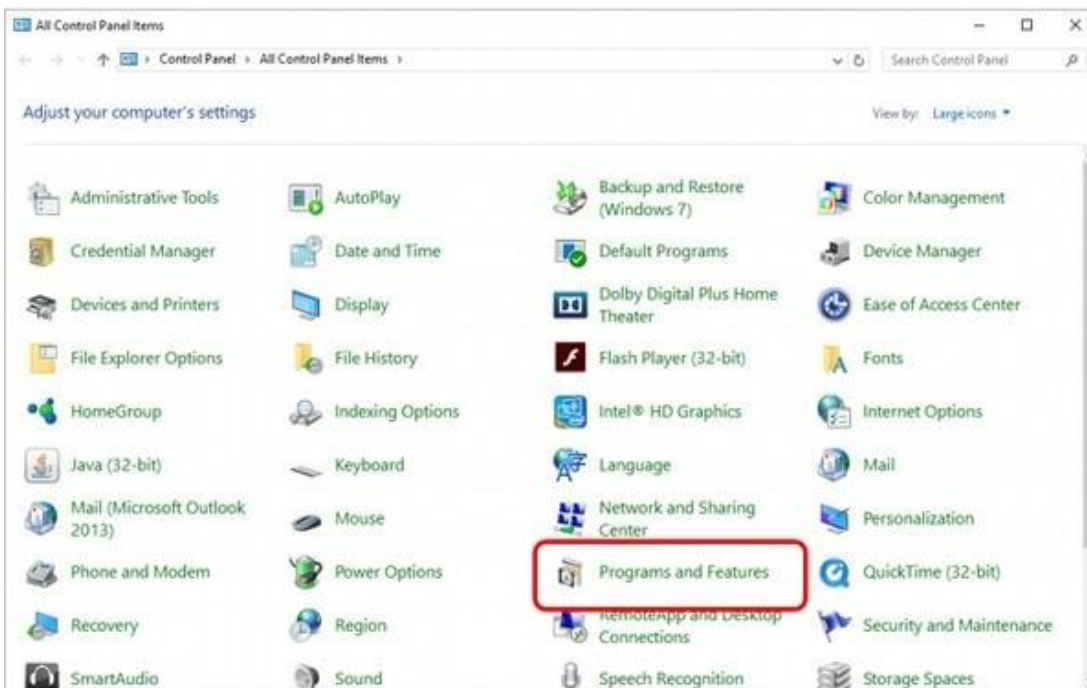


Uninstalling Applications from the Control Panel

The third way to uninstall an application is more traditional, because it uses the popular Control Panel window. To use this method, follow these steps –

Step 1 – Open the Control Panel.

Step 2 – After the Control Panel is open, choose Programs and Features.



Step 3 – The Programs and Features window will present a list of all the applications installed in your computer. To uninstall an application, just click on it and use the Uninstall button.

