WINDOWS – Getting to know your PC

Beginners-Intermediate course – Applicable to Windows 7, 8, 8.1 and 10

1. GRAPHICAL USER INTERFACE
    Getting to know all the various ICONS (small pictures) on the computer screen and their functions. Using the mouse to click, double-click and "right" click on these ICONS. Learn to "click and drag" really well!!

2. FILES & FOLDERS
    Learning about the organization of the many items in the computer. Creating Files & Folders, copying, moving, deleting and creating "Shortcuts" and other tasks.
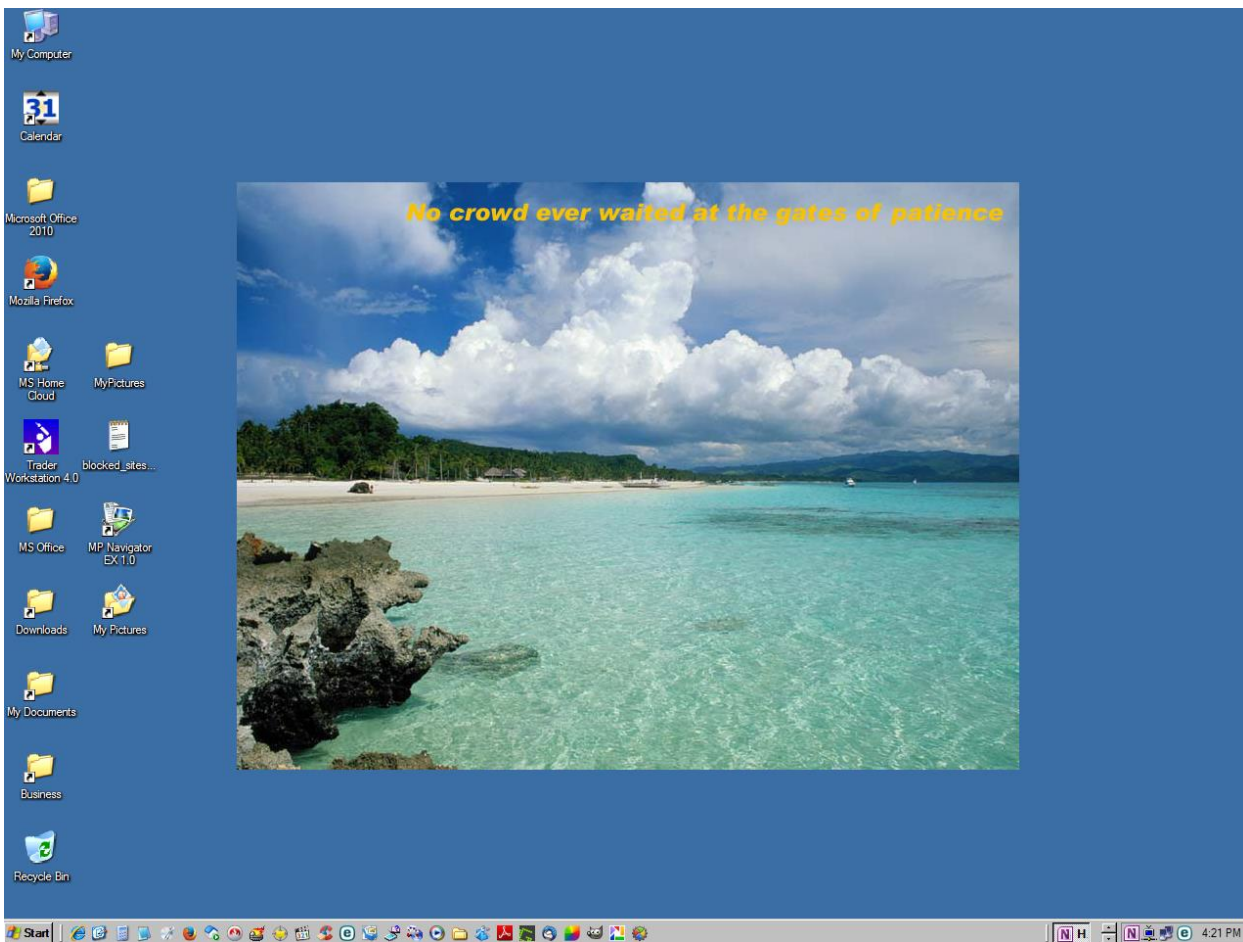
3. INTERNET
    Learning to use various programs (Browsers) that will let you to "browse" the Internet. Learning to search for items and topics on the Internet.

4. EMAIL
    Looking at different Email programs and hopefully helping you with your current Email program you may be using.

GRAPHICAL USER INTERFACE

On the left hand side, you have several icons, which we will describe below.
Across the bottom you have another set of icons all lined up along a strip, which is called the **Taskbar**.

Basically there are 3 types of icons: Icons for files (either program files, picture files, text files, or others.
Icons for folders (a folder typically contains files and/or other folders.
Icons that are "shortcuts" to either folders or files.
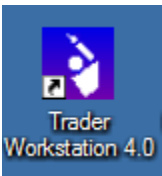

This icon is a **shortcut** to a folder named My Computer   .
You can tell it is a **shortcut** because of the little black arrow at bottom left of the picture.

This is a **folder** (probably with some Microsoft Office 2010 files in it).

Can you provide you own descriptions for the following icons?

Mozilla Firefox

MS Home Cloud

Trader Workstation 4.0

MS Office

My Pictures

To know more about what is "behind" these icons, we can learn it by "clicking" on them. And it is important to know the **THREE** different types of "clicks".

When we say "**click on it**" we mean a **SINGLE CLICK** with the **LEFT** button of the mouse.
When we say "**double click** on it" (or double click it) we mean **TWO FAST clicks** with the **LEFT** button of the mouse.
When we say "**right click** on it" (or just right click) we mean a **SINGLE CLICK** with the **RIGHT** button of the mouse.

With a SINGLE click, you **SELECT** (HIGHLIGHT) the icon. This "selects" it for further operation.
Click some of the icons and notice how they are "highlighted"
With a DOUBLE click, we "**OPEN**" a folder (if it is a folder, or a shortcut to a folder).
If you double click on a shortcut to a program (application) the application "opens" and starts "running" (executing).
With a RIGHT click on an icon, a little window opens. In it are several choices for further operations. The little window is called the **Context Menu**.
Right click some of the icons to see this **Context Menu** window.

The Power of the Right-Click

Learn how to use the right-click to become a better PC user. Find out the many ways to make using a computer faster and easier with these right-click tips.

Of course you know that the computer mouse has a right button as well as a left but you may not know how powerful the right button actually is. There is an extensive set of features available in Windows from a right-click. Unfortunately, many PC users rarely use a right-click, thereby missing out on a whole assortment of functions that would make their computing life easier.

In many ways, the right-click is far more powerful and versatile than the left. From the right-click one can manage files, obtain system information, open numerous software applications and do a whole variety of things.

What is the difference between the left-click and the right-click?

The basic difference is that the left-click carries out some specific action while the right-click presents a menu of possibilities for action. **The left-click action is predefined whereas the right-click provides choices**.

Table I. Explanation of various mouse actions within Windows		
Mouse button	**Action**	**Function**
Left	Single-click	Selects something, usually a file, as a target for some action to come next. On some systems, the setting is changed to make the single-click the same as on the Internet.
Left	Double-click	Causes an action to be carried out, such as opening a file. *Note: The Internet is different. For example, clicking once on a link in a browser is sufficient to open the link.*
Right	Single-click	Brings up a list of possible actions for an object. Any actions on the list must be clicked again (right or left) before they actually occur.
Right	Double-click	Has no separate meaning

Rearranging (moving or "dragging") the icons on your Desktop:

1. DRAG (move) with the LEFT button: Click on the icon you want to move, hold the LEFT BUTTON DOWN and "drag" the mouse to where you want to move the icon.
2. DRAG (move) with the RIGHT button: Do the same, but use the RIGHT BUTTON ONLY.

Before you do this, make sure that the **Auto Arrange** feature in the screenshot table is **unchecked.** You get to this table by RIGHT clicking on the Desktop, then sliding the mouse over **Arrange Icons By**
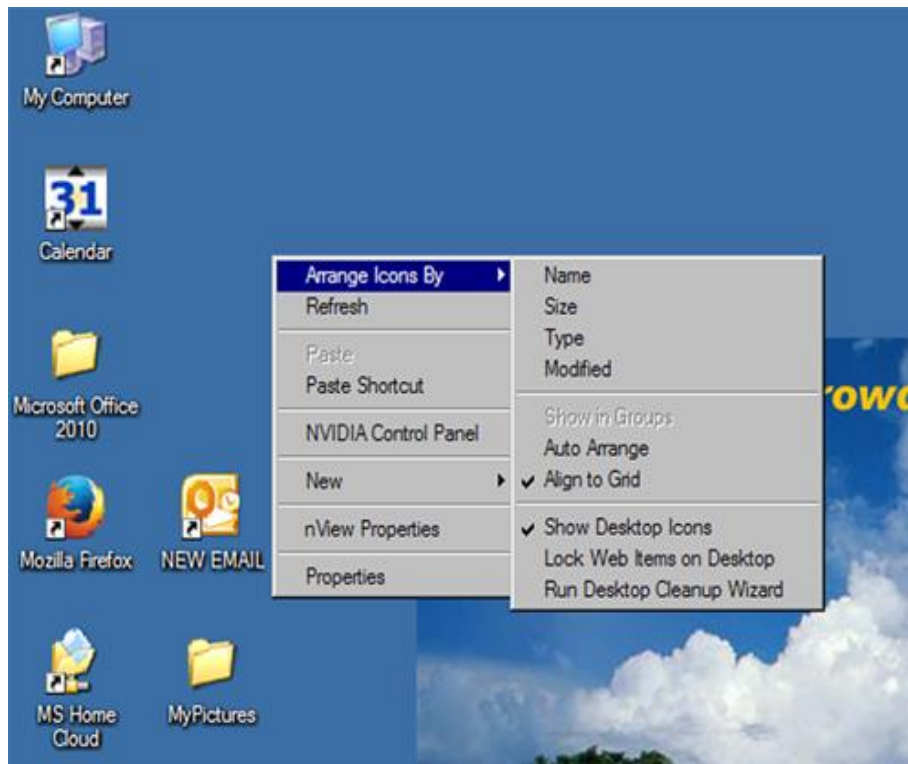
 works with WIN 10?

Right-click drag-and-drop:

One of my favorite examples of the difference between the right and left-click is the common operation for moving or copying objects where the mouse is used to drag the object from one place and then drop it in a new location. Most people use the left-click for this operation but **the right-click is more versatile and SAFE**.
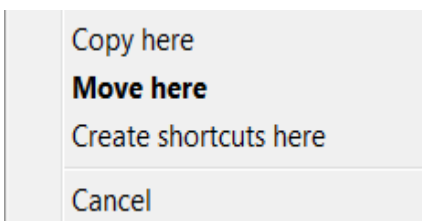
 Context Menu

When you drag and drop a file with the left-click, the result varies. A shortcut may be created or the file may be copied or it may be moved. It depends on the circumstances. **If you are not sure what you are doing, you can mess things up pretty badly!!** Instead, I prefer to use the right-click to drag and drop. In this case you first get a **Context Menu** like the one shown on the left above. This allows you to then choose the operation that you had in mind.

Creating shortcuts on your Desktop (for Windows 7):

Here are some simplified instructions that with a bit of practice, you should be able to follow quite easily.

Click   Start
                  All Programs
                                  Picasa 3 (folder)
                                                  Picasa 3 (app)

Then   RIGHT click on Picasa 3 (app) and DRAG it onto your Desktop
Then   in the Context Menu click on **Create shortcuts here**

Can you now create a shortcut to the Calculator, which is in All Programs/Accessories folder?

Write the simple instruction steps for yourself in here:

Click ..

Placing shortcuts on your Taskbar (this is about the same for all versions .. 7, 8, 8.1, 10):

This starts the same way as above, but when you come to "RIGHT click on .. and DRAG", you do not DRAG, but RIGHT click ONLY and then click on the **Pin to Taskbar** in the Context Menu.

Place a shortcut to the Calculator on the Taskbar, then select another app of your choice and again place a shortcut to it on the Taskbar.

Here are the steps (write them down)

Click ..

Creating shortcuts in Windows 10:

Let's create a shortcut to the Calculator and place it on the Taskbar.
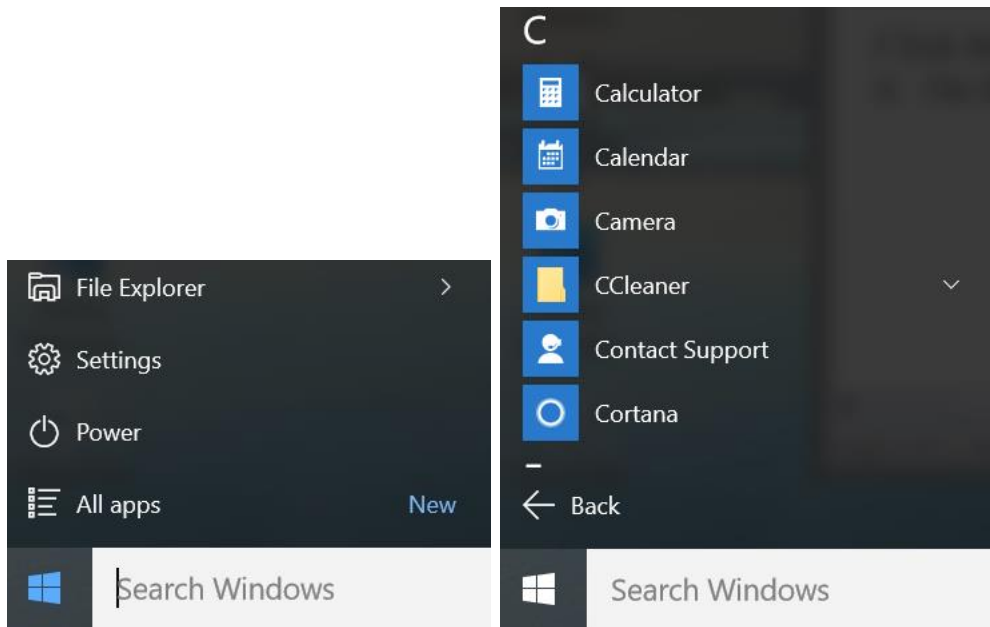
Click the blue "window" in the bottom left corner. Now click the **All apps** immediately above it. On the right side use the "slider" to locate the **Calculator** app**.** Then RIGHT click on it. Can you figure out how to complete it?

Write some notes about it?

Can you figure out how to place the Calculator shortcut on the Desktop?

It looks like the RIGHT click DRAG & DROP does not work here. How about LEFT click DRAG & DROP?

When you click on the **All apps** and see all the icons on the left, what are these icons?

………………………………………………

When you left click drag & drop these icons, what is it, that you are actually doing?

………………………………………………

Challenge – creating a shortcut to a folder and placing it on the Taskbar.

First, you need to know that you can't just right-click a folder in *Windows Explorer* or *File Explorer* and choose *"Pin to taskbar"* as you do with programs, but the process is still not difficult.

For starters, you will need to create a shortcut to your chosen folder on the *Desktop*. Whether you use Windows 7, Windows 8.1 or Windows 10, right-click or press and hold on an empty space from the *Desktop*, until the contextual menu is displayed. Then, select *New* and choose *Shortcut*.
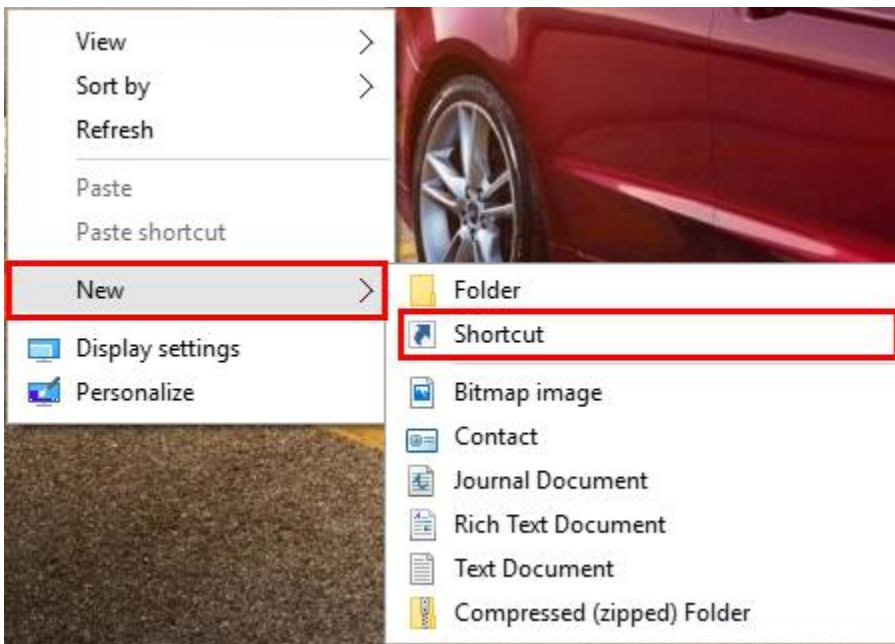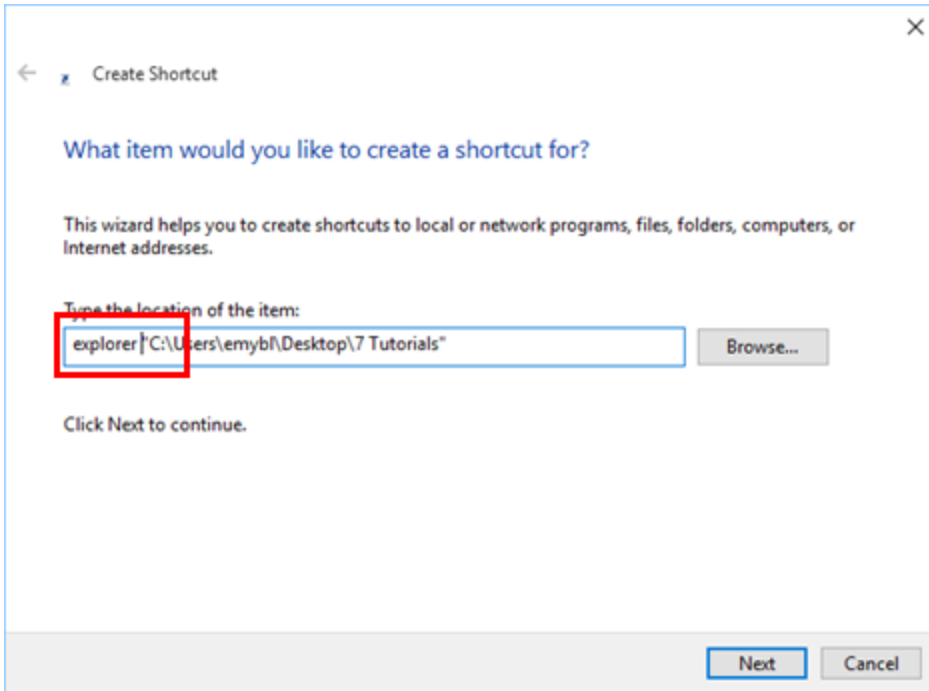
Next, click or tap *Browse* and navigate to the folder you want pinned, select it and press *OK*.
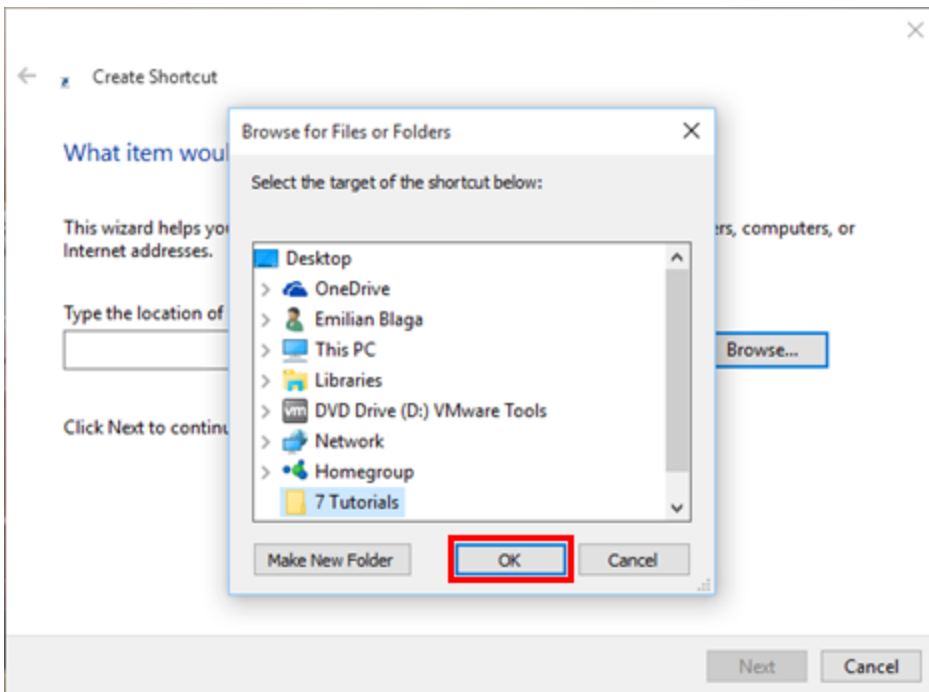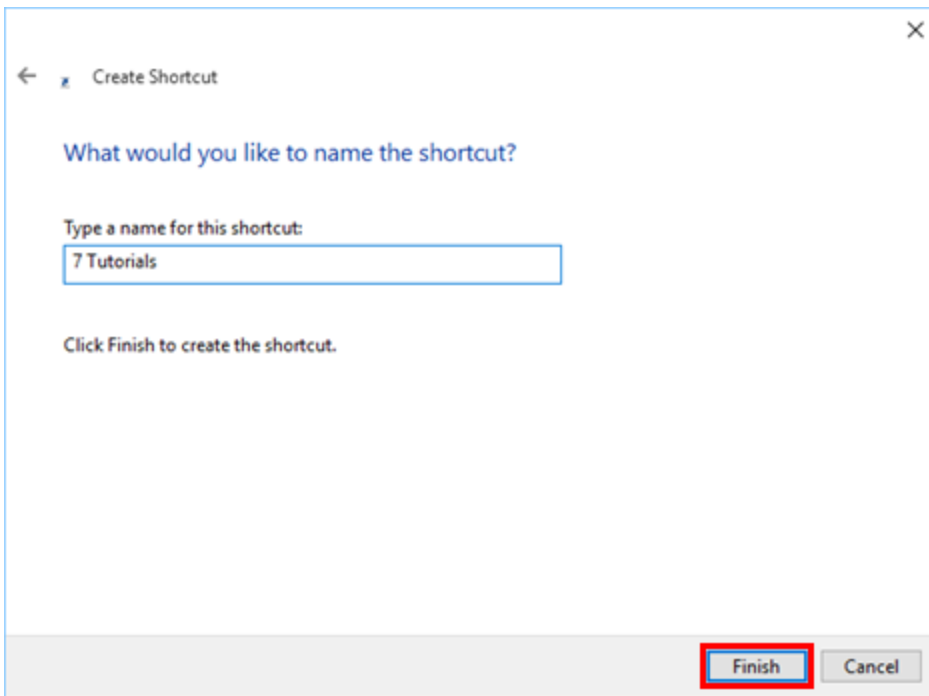
This will put the full path of the folder into the *Location* field, in the *Create Shortcut* wizard.

Before you click/tap *Next*, you will need to insert the word *explorer*, followed by a *space* (the space is important - without it, this procedure will not work) before the folder's path.

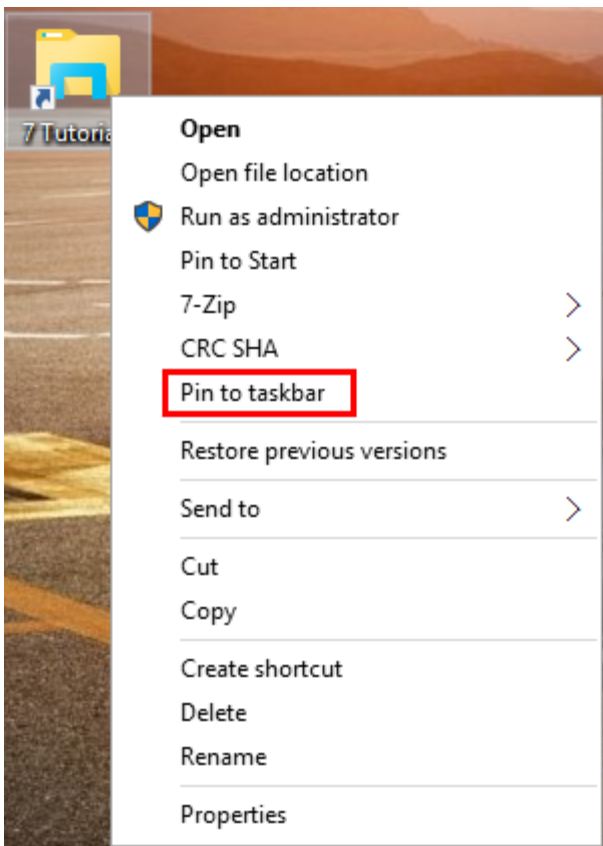Then, you'll be asked to enter a name for this shortcut. Type in whatever you want and click or tap on *Finish*.


The folder shortcut will show up on your *Desktop*.

From here on, it's a simple matter: drag and drop the shortcut onto the taskbar. Or, if you prefer, you can right-click or tap and hold the shortcut and choose *"Pin to taskbar"* from the menu that pops up.
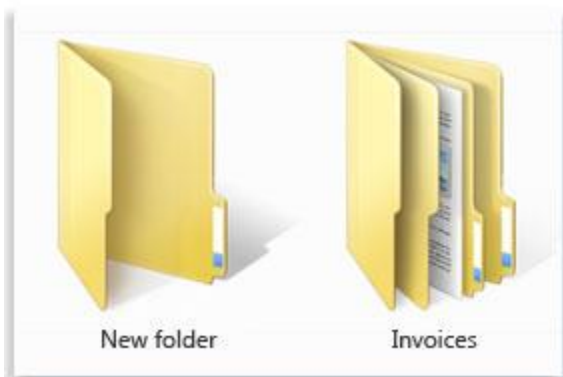
FILES & FOLDERS

- [Using libraries to access your files and folders](#)
- [Understanding the parts of a window](#)
- [Viewing and arranging files and folders](#)
- [Finding files](#)
- [Copying and moving files and folders](#)
- [Creating and deleting files](#)
- [Opening an existing file](#)

A file is an item that contains information—for example, text or images or music. When opened, a file can look very much like a text document or a picture that you might find on someone's desk or in a filing cabinet. On your computer, files are represented with icons; this makes it easy to recognize a type of file by looking at its icon. Here are some common file icons:
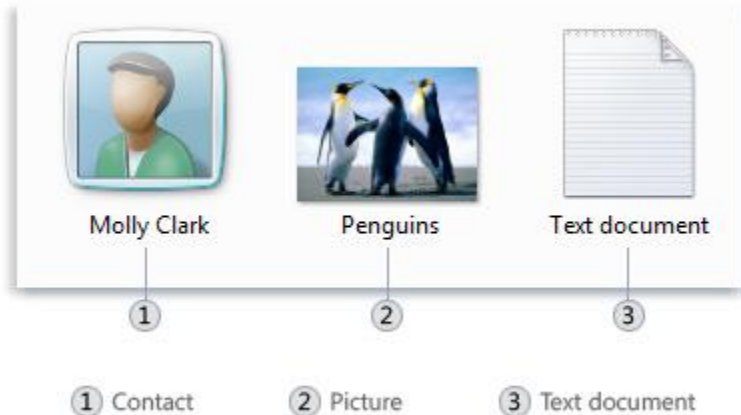
Icons for a few types of files

A folder is a container you can use to store files in. If you had thousands of paper files on your desk, it would be nearly impossible to find any particular file when you needed it. That's why people often store paper files in folders inside a filing cabinet. On your computer, folders work the same way. Here are some typical folder icons:

An empty folder (left); a folder containing files (right)

Folders can also store other folders. A folder within a folder is usually called a subfolder. You can create any number of subfolders, and each can hold any number of files and additional subfolders.

Using libraries to access your files and folders

When it comes to getting organized, you don't need to start from scratch. You can use libraries, a feature new to this version of Windows, to access your files and folders, and arrange them in different ways. Here's a list of the four default libraries and what they're typically used for:

- Documents library. Use this library to organize and arrange word-processing documents, spreadsheets, presentations, and other text-related files. For more information, see Managing your documents.

  By default, files that you move, copy, or save to the Documents library are stored in the My Documents folder.

- Pictures library. Use this library to organize and arrange your digital pictures, whether you get them from your camera, scanner, or in e-mail from other people. For more information, see Managing your pictures.

  By default, files that you move, copy, or save to the Pictures library are stored in the My Pictures folder.

- Music library. Use this library to organize and arrange your digital music, such as songs that you rip from an audio CD or that you download from the Internet. For more information, see Managing your music.

  By default, files that you move, copy, or save to the Music library are stored in the My Music folder.

- Videos library. Use this library to organize and arrange your videos, such as clips from your digital camera or camcorder, or video files that you download from the Internet. For more information, see Managing your videos.

  By default, files that you move, copy, or save to the Videos library are stored in the My Videos folder.

To open the Documents, Pictures, or Music libraries, click the Start button 🔵, and then click Documents, Pictures, or Music. This is for Windows 7; how would you do this in Windows 10?



You can open common libraries from the Start menu.

For more information about libraries, see Working with libraries.

Viewing and arranging files and folders

When you open a folder or library, you can change how the files look in the window. For example, you might prefer larger (or smaller) icons or a view that lets you see different kinds of information about each file. To make these kinds of changes, use the Views button ⊞ ▾ in the toolbar.

Each time you click the left side of the Views button, it changes the way your files and folders are displayed by cycling through five different views: Large Icons, List, a view called Details that shows several columns of information about the file, a smaller icon view called Tiles, and a view called Content that shows some of the content from within the file.

If you click the arrow on the right side of the Views button, you have more choices. Move the slider up or down to fine-tune the size of the file and folder icons. You can see the icons change size as you move the slider.
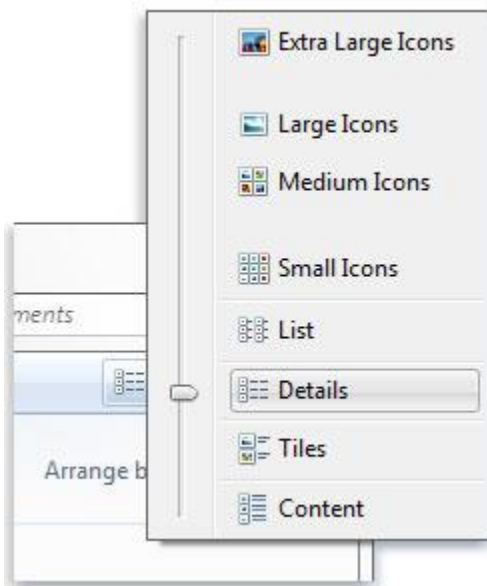

The Views options

In libraries, you can go a step further by arranging your files in different ways. For example, say you want to arrange the files in your Music library by genre (such as Jazz and Classical):

1. Click the Start button 🌐, and then click Music.
2. In the library pane (above the file list), click the menu next to Arrange by, and then click Genre.

Finding files

Depending on how many files you have and how they are organized, finding a file might mean browsing through hundreds of files and subfolders—not an easy task. To save time and effort, use the search box to find your file.
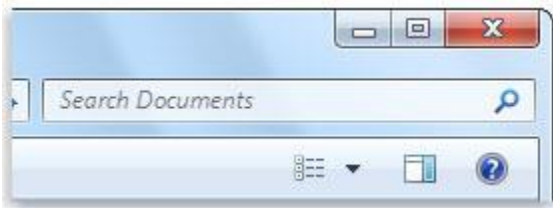
 The search box

The search box is located at the top of every window. To find a file, open the folder or library that makes the most sense as a starting point for your search, click the search box, and start typing. The search box filters the current view based on the text that you type. Files are displayed as search results if your search term matches the file's name, tags or other properties, or even the text inside a text document.

If you're searching for a file based on a property (such as the file's type), you can narrow the search before you start typing by clicking the search box, and then clicking one of the properties just below the search box. This adds a search filter (such as "type") to your search text, which will give you more accurate results.

If you aren't seeing the file you're looking for, you can change the entire scope of a search by clicking one of the options at the bottom of the search results. For example, if you search for a file in the Documents library but you can't find it, you can click Libraries to expand the search to the rest of your libraries. For more information, see Find a file or folder.

Copying and moving files and folders

Occasionally, you might want to change where files are stored on your computer. You might want to move files to a different folder, for example, or copy them to removable media (such as CDs or memory cards) to share with another person.

Most people copy and move files using a method called drag and drop. Start by opening the folder that contains the file or folder you want to move. Then, open the folder where you want to move it to in a different window. Position the windows side by side on the desktop so that you can see the contents of both.

Next, drag the file or folder from the first folder to the second folder. That's all there is to it.
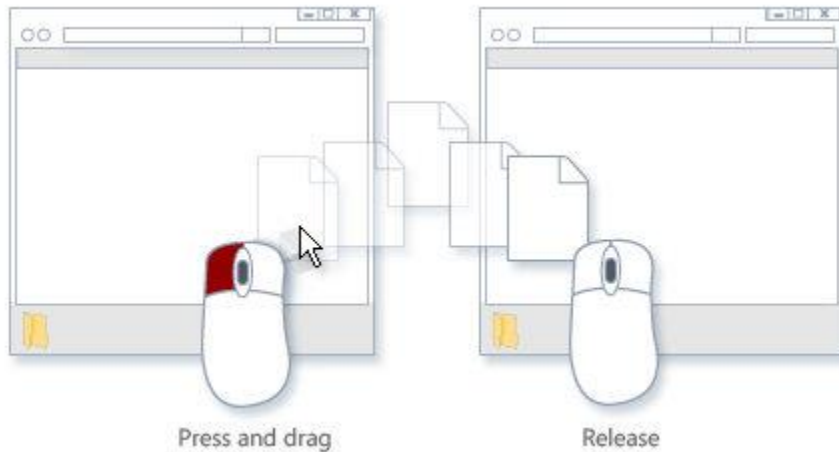
To copy or move a file, drag it from one window to another

When using the drag-and-drop method, you might notice that sometimes the file or folder is copied, and at other times it's moved. If you're dragging an item between two folders that are stored on the same hard disk, then the item is moved so that two copies of the same file or folder aren't created in the same location. If you drag the item to a folder that's in a different location (such as a network location) or to removable media like a CD, then the item is copied.

Creating and deleting files

The most common way to create new files is by using a program. For example, you can create a text document in a word-processing program or a movie file in a video-editing program.

Some programs create a file as soon as you open them. When you open WordPad, for example, it starts with a blank page. This represents an empty (and unsaved) file. Start typing, and when you are ready to save your work, click the Save button 💾. In the dialog box that appears, type a file name that will help you find the file again in the future, and then click Save.

By default, most programs save files in common folders like My Documents and My Pictures, which makes it easy to find the files again next time.

When you no longer need a file, you can remove it from your computer to save space and to keep your computer from getting cluttered with unwanted files. To delete a file, open the folder or library that contains the file, and then select the file. Press Delete on your keyboard and then, in the Delete File dialog box, click Yes.

When you delete a file, it's temporarily stored in the Recycle Bin. Think of the Recycle Bin as a safety net that allows you to recover files or folders that you might have accidentally deleted. Occasionally, you should empty the Recycle Bin to reclaim all of the hard disk space being used by your unwanted files. To learn how, see [Permanently delete files from the Recycle Bin](#).

Opening an existing file

To open a file, double-click it. The file will usually open in the program that you used to create or change it. For example, a text file will open in your word-processing program.

That's not always the case, though. Double-clicking a picture file, for example, will usually open a picture viewer. To change the picture, you need to use a different program. Right-click the file, click Open with, and then click the name of the program that you want to use.

To arrange windows side by side

1. Drag the title bar of a window to the left or right side of the screen until an outline of the expanded window appears.
2. Release the mouse to expand the window.
3. Repeat steps 1 and 2 with another window to arrange the windows side by side.

To return the window to its original size, drag the title bar away from the top of the desktop and then release.

Tip

- To snap an active window to the side of the desktop using the keyboard, press either Windows logo key ⊞+Left Arrow or Windows logo key ⊞+Right Arrow.

Creating a new folder

To create a new folder on the Desktop, RIGHT click anywhere on the Desktop, then click New and select Folder:
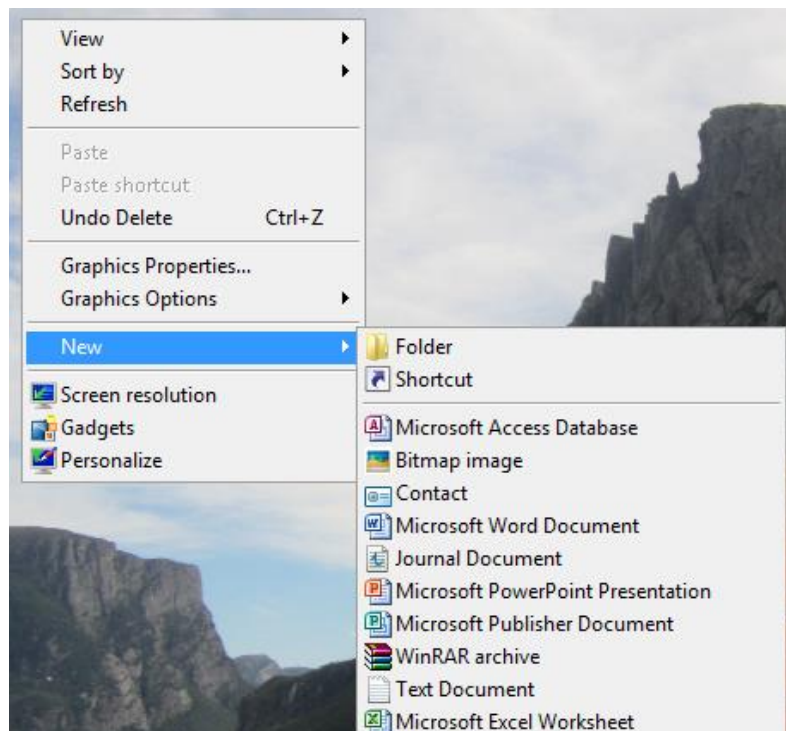
Practice Time …

1. Create a folder on your Desktop and name it **Family Pictures**. Make another folder and call it **Flower Pictures**. Finally, make a 3rd folder and call it **Best Pictures**.

2. Move the folders Family Pictures & Flower Pictures into the Best Pictures folder. Can you take advantage of the "SNAP" feature and work with 2 side by side windows?

3. Undo the last 2 moves. (figure out 2 different ways)

4. Find some family pictures on your computer and COPY them into the Family Pictures folder.

5. Find some flower pictures and COPY them into the Flower Pictures folder.

6. Find a few "best" pictures in the Family Pictures folder and MOVE them out of this folder and into the Best Pictures folder.

7. Do the same with a couple of "best" flower pictures in the Flower Pictures folder.

8. Now again, MOVE the 2 folders (Family Pictures & Flower Pictures) into the Best Pictures folder.

9. Move the Best Pictures folder from the Desktop into the Libraries/Pictures folder.

10. Try to make a shortcut to this Best Pictures folder and place it on the Desktop. Can you also place it on the Taskbar?

INTERNET

The internet, stripped down to its fundamentals, is simply the world's largest computer network. In fact it has become many things to many people.

- It a massive global information system.
- It is a technology platform that presents a common method to link networks between countries, companies, institutions and single people.
- It is a marketplace without boundaries.
- In the Internet, we have created a two-headed monster. The good side is its power to convey useful information and empower people to take control of their own lives and do great things. The downside is its power to provide false information, facilitate abusive behavior and, as in the case of the Islamic terrorists, lure vulnerable personalities into hideous acts against society.
- The dark side of the Internet is for better or worse part of our lives from now on. It cannot be effectively regulated or policed without sacrificing the basic freedoms we are committed to preserve. It is what it is. We have to make allowance for it and learn to live with it.

In order to be able to "connect" or "browse" the internet, you have to have the use of an ISP (Internet Service Provider) or use somebody else's connection (such as at Tim Horton's, Airports, public libraries, Internet Cafes, etc.

Internet Service Providers Canada

Acanac-Inc.	**Acanac-Inc** When you compare internet rates, Acanac will match the term of any DSL or Cable order.
Bell	**Bell Canada** Bell Internet plans include; Bell Fibe Internet 5/1 20GB, Bell Fibe Internet 15/10 60GB, Bell Fibe Internet 25/10
COGECO	**COGECO** Cogeco has a great range of various Internet Packages for you to choose from. Save & Compare Cogeco with Plans
comwave	**Comwave** Comwave has 4 home phone plans; Basic Plan, Enhanced Plan, Canada Plan and Global Plan. Prices range.
convergia	**Convergia** Compare Convergia's Internet Rate Packages; Standard, Express, Bullet, Laser or Synchronous Plans.
DISTRIBUTEL	**Distributel** Distributel Internet Plans are Cable Internet, Dial Up Internet, DSL Internet and FTTN Internet choices.

|	
	Eastlink Eastlink's Wi-Fi Internet Plans, Internet 20, Internet 40, Internet 80 and Internet 200 and get Internet Security Services.
	Primus Primus offers Unlimited Internet and without any additional usage charges. It starts with a lower cost, but
	Rogers Several Rogers Internet Plans provide different packages to meet Internet user's needs. Rogers Internet Plans include
	Shaw Shaw offers High Speed Internet and Broadband Internet or go Unlimited with their Shaw Unlimited 100 Plan.
	TekSavvy TekSavvy Internet Plan choices High Speed DSL 10, High Speed DSL 20 or High Speed DSL 25.
	Telehop Choose from 2 Telehop Plans; Telehop Cable Express or Telehop Cable Extreme Internet Rate Plans.
	Telus Compare and Save at CompareMyRate with Telus's 3 Internet Plans, Internet 15, Internet 25 or Internet 50

Next thing you need is a "Browser", a program (an application) that will enable you to navigate (browse) this global network. From left to right – Chrome, Firefox, MS Internet Explorer, Opera and Safari.


Strangely enough (but not surprising) those ones I like are not listed (Chromium for Linux) and Waterfox for Windows and the MAC.

In the next section we will setup a Home Page on a couple of browsers, visit a few sites and set up few bookmarks (favorites).

Use the MicroSoft Internet Explorer and set up the **Home Page** as Gmail/login.
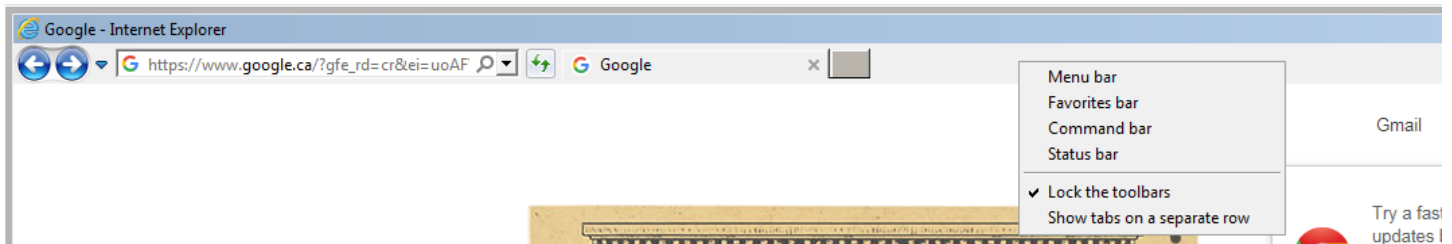
First, make sure that the **Menu bar** & the **Favorites bar** are both enabled. If they are not (like in the example above, RIGHT click just below the top bar (called the **Title bar**) and check the **Menu bar** & the **Favorites bar** options. So that it will look like this:
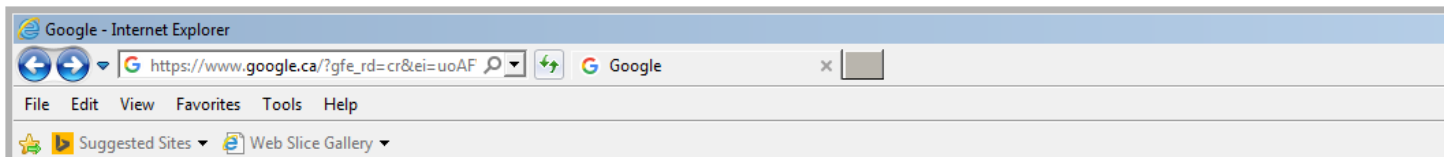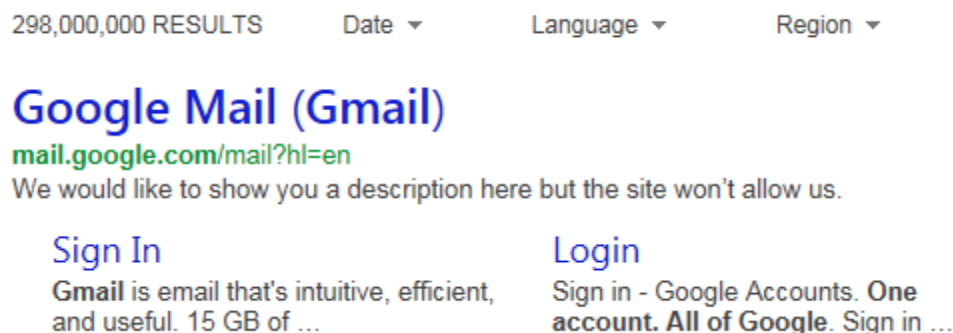

Then type into the URL (Uniform Resource Locator) slot, **Gmai**l (just like in the example below) and hit Enter.
The second bar from top (under the **Title bar**) is sometimes called the **Address bar** (that's where the address of the website is displayed).
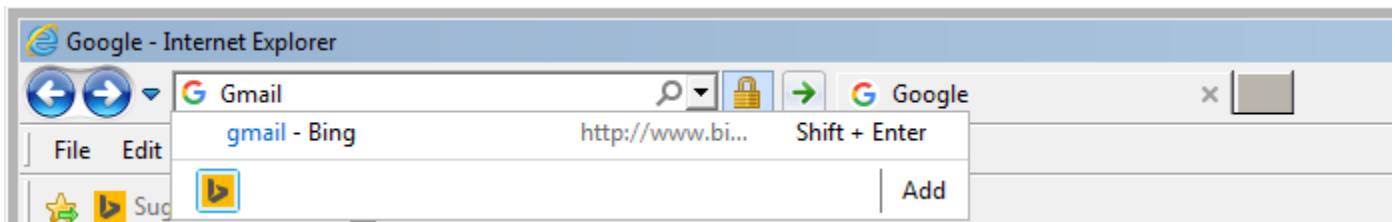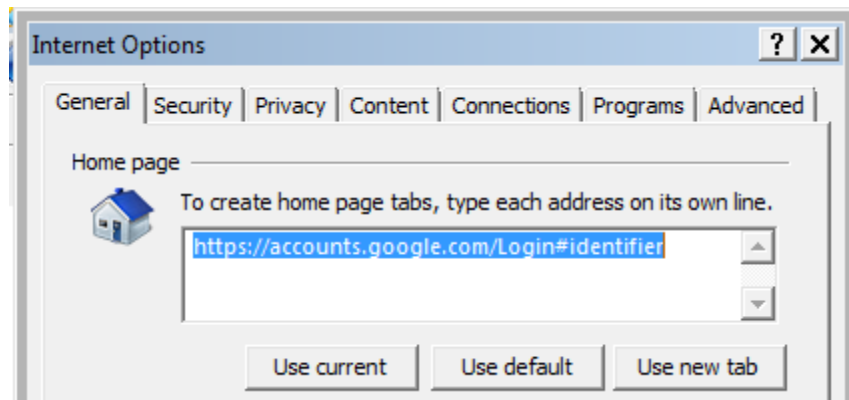

This is what you should see:

Click on the **Login** and you should end up on the Gmail/login page.

Once you are on the Google Login page, click on **Tools** in the **Menu bar**, then at the bottom click on the **Internet options**, then in the **Home page**, click on the **Use current**.

Close the browser, then open the browser again, and it should open with the Google login page.

Now let's add a new folder (call it NEWS) to the **Favorites bar**, then place the following website links (addresses) into this NEWS folder:
Links to: Foxnews, CNN, BBC, Al Jazeera.

Here are the steps:

Click   Favorites

               Organize Favorites

                           Favorites bar

                                     New Folder (name it NEWS)

                                                 Close

Can you now figure out, how to place the links to this NEWS folder and write down the steps?

When it comes to using the browsers, I gravitate to browsers that are more secure and can be "customized" so that any annoying ads are blocked, potentially unsafe websites are avoided, your identity is protected, etc. etc.
This SECURITY issue is a complex one and does not depend only on the browser you use, but mainly on the operating system (Windows, BSD Unix (MAC), Debian version of Unix (Ubuntu)).
It has become exceedingly difficult to secure Windows systems. However, we do our best.

Here are some examples, you can use to make your browser a little better. First of all, do not use MS Internet Explorer, but try out Firefox or Waterfox.

Set up an ad blocker in Firefox and add a blocker to your Gmail as well.
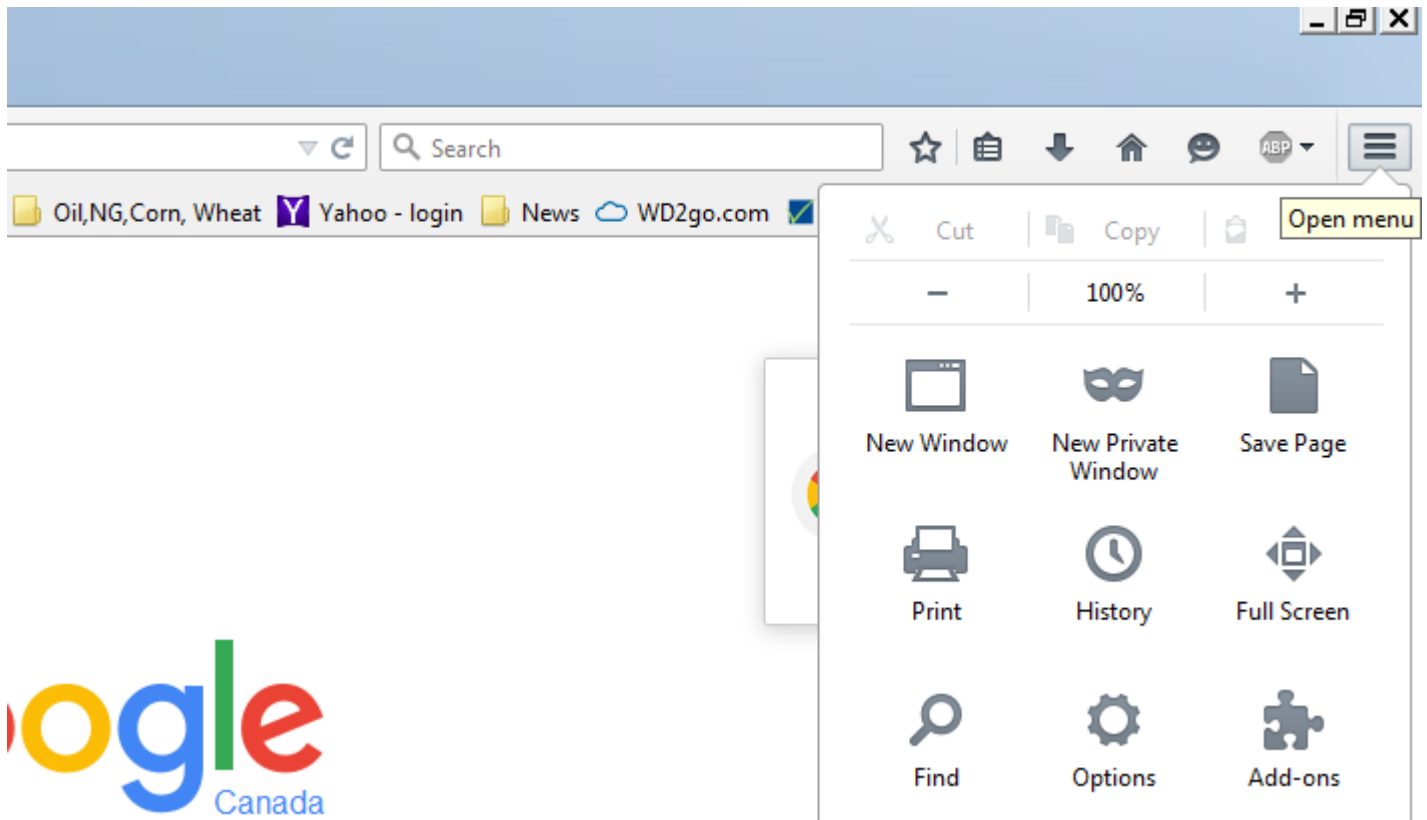
Once you have Firefox (or Waterfox) installed, click on the Open menu icon, then on Add-ons.
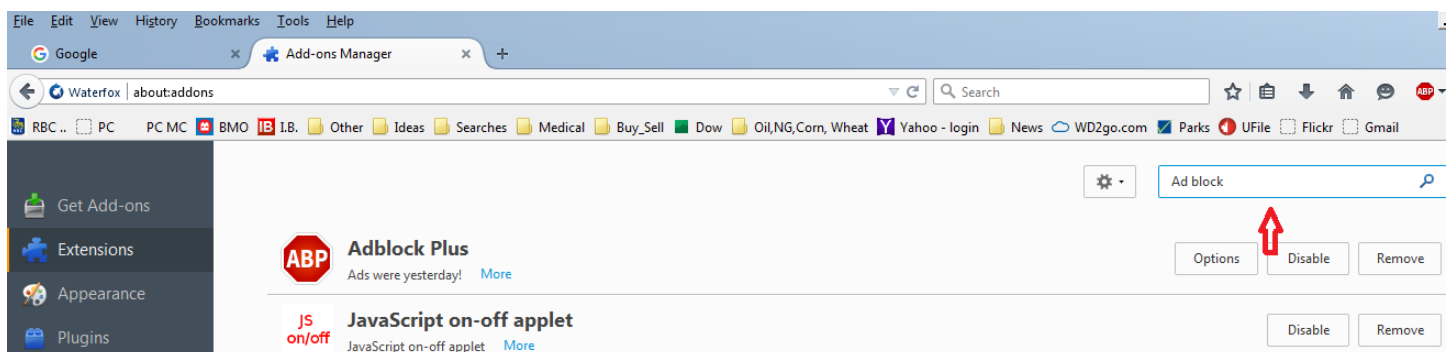
In the slot indicated by the red arrow, enter Ad block, then hit Enter. Then make your choice.

Let's download, install and configure Firefox browser the way you may like.

EMAIL

In this section, we will set up a couple of web based emails and then configure Microsoft Outlook to receive and send email.

Hopefully, we will also get a time to practice sending and receiving email, even with some attachments (pictures) etc.

Here is an example of setting up a Gmail (Google mail) using Waterfox (or Firefox).
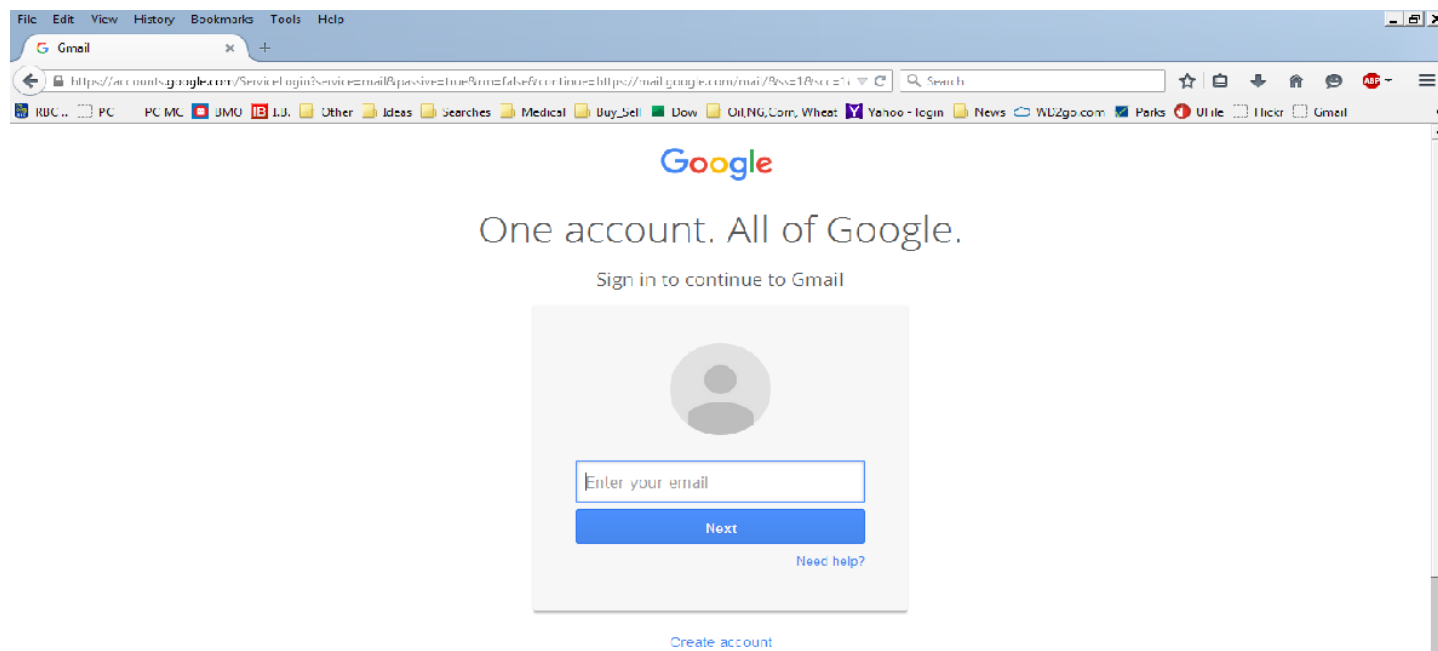
Do you remember how we set this up as a **Home page** in the Internet section? It is on page 20 – 21.

Click on Create account (at the bottom of the page) and you will be on your way.
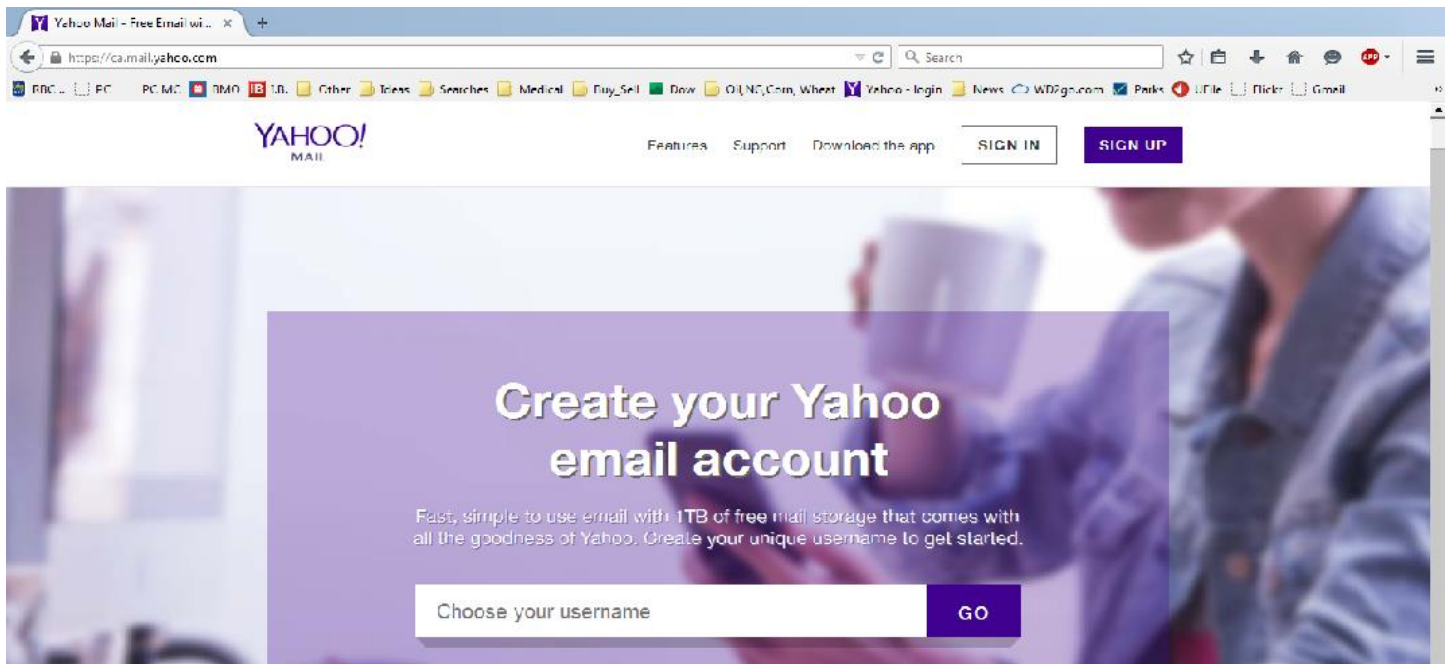
While we will go through the steps, make a note of them right here.

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And here we will set up a Yahoo email.

Start by choosing a username then click GO.

Again, keep track of the steps.

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Set up your account in Mail for Windows 10

Home

As soon as you set up your account in Mail or Calendar for Windows 10, you can start using the apps. You can set up an Exchange or Office 365 account as well as other accounts such as Outlook.com, Gmail, or iCloud.

Note: If you signed in to your Windows 10 computer with a Microsoft Account (Outlook.com, Hotmail, MSN, and Live), that account is automatically added to the Mail and Calendar apps and can't be removed. You can remove any secondary account that you added manually.

Set up your account for the first time

1. Open Mail or Calendar, and on the **Welcome** page, choose **Get started**.

    Note: If you don't see the **Welcome** page when the app opens, go to Add another email account below to set up your account. Otherwise continue to step 2.

2. On the **Accounts** page, choose **Add account**.
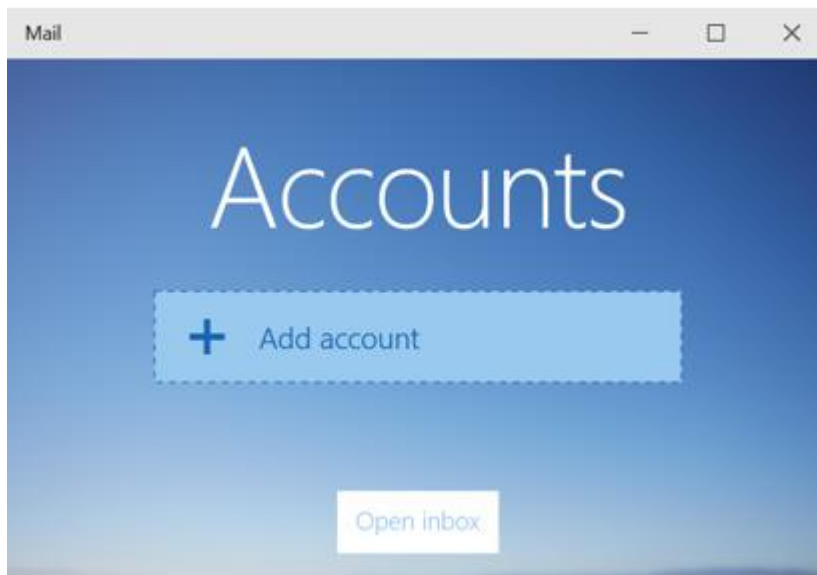
3. Choose the type of the account you want to add, and then enter the email address and password for that account.
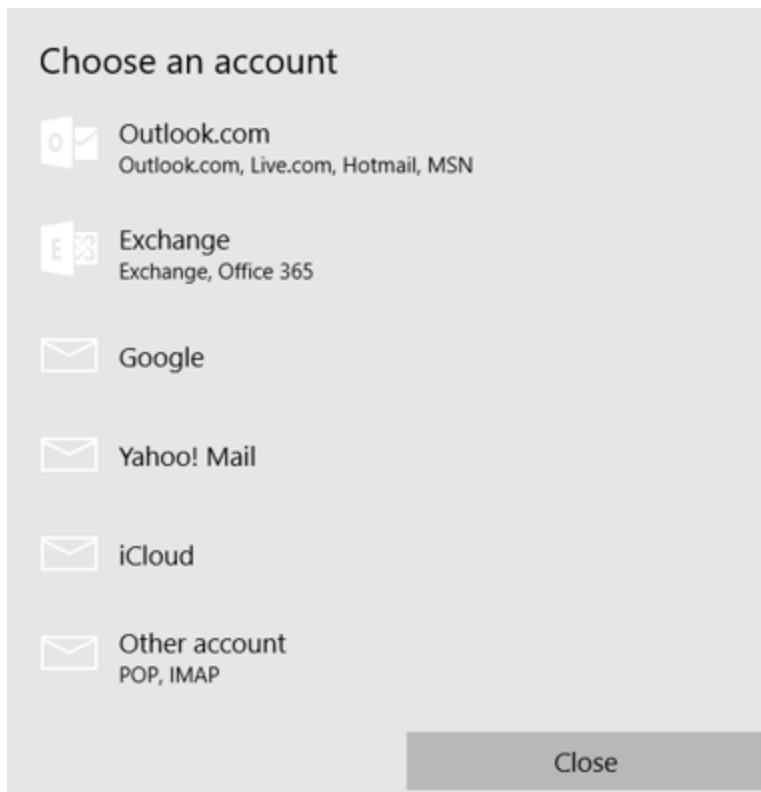
4. Choose **Sign in** > **Done**. Your data will start syncing as soon as your account is set up.

Notes:

- If you're not able to add your account using the steps above, try using the steps in adding your account by using advanced settings.
- When you open the app for the first time, you might be prompted to decide if you want the app to run in the background. Choose **Allow** or **Don't allow**. You can change this setting at any time in **Settings**.
- It may take a few minutes for your account to synchronize. During this time, you may see **Not synced yet** in the message pane. If this message persists, see Resolve sync issues in Mail and Calendar apps in Windows 10.

Add another email account

You can add additional accounts so that you can work with all your emails in one place.

1. Open the **Mail** app, and at the bottom of the left navigation pane, choose **Settings** ⚙.

    Note: On a phone or tablet, choose the three dots at the bottom of the page to access **Settings**.

2. Choose **Manage Accounts** > **Add account**.

3. Choose the type of the account you want to add, and then enter the email address and password for that account.
4. Choose **Sign in** > **Done** when your account is set up.

    Note: It may take a few minutes for your account to synchronize. During this time, you may see **Not synced yet** in the message pane.

Add an email account when you first start Outlook 2010

If you are new to Outlook or are installing Outlook 2010 on a new computer, the Auto Account Setup feature automatically starts and helps you configure account settings for your email accounts. This setup requires only your name, email address, and password. If your email account can't be automatically configured, you must enter the required additional information manually.

1. Start Outlook.
2. When prompted to configure an email account, click **Next**.

3. To add an email account, click **Yes**, and then click **Next**.
4. Enter your name, email address, and password, and then click **Next**.
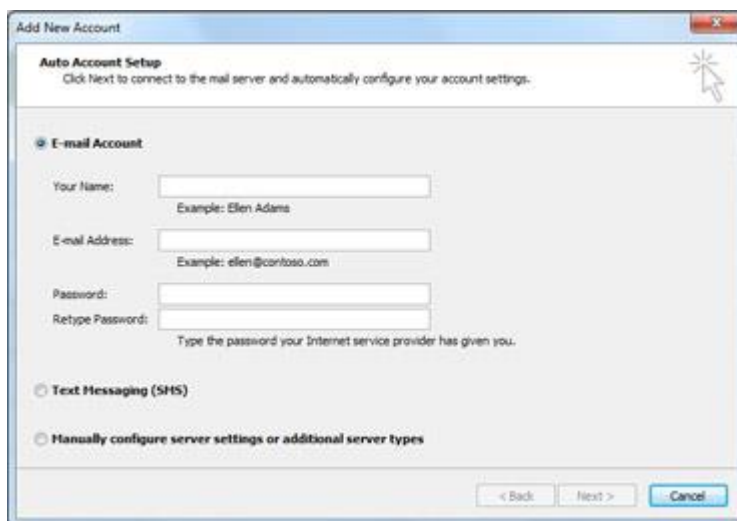
If you enter an email address that ends with outlook.com or msn.com, you must use the Microsoft Outlook Hotmail Connector to add the email account. For information about how to add these kinds of email accounts, see Use an Outlook.com account in Outlook.

Note: When your computer is connected to a network domain for an organization that uses Microsoft Exchange Server, your mail information is automatically inserted. The password box doesn't appear because your network password is used.

A progress indicator appears as your account is configured. The setup process can take several minutes.
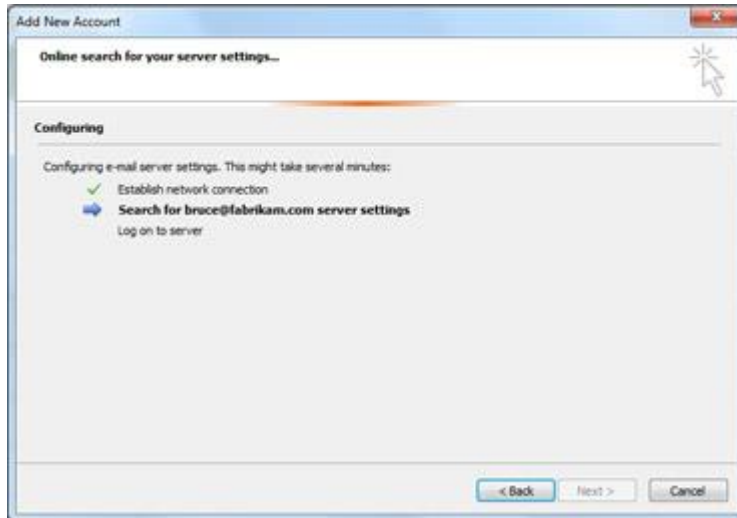
If the initial attempt to configure your account fails, a second attempt can be made using an unencrypted connection to the mail server. If you see this message, click **Next** to continue. If the unencrypted connection also fails, your email account can't be automatically configured.
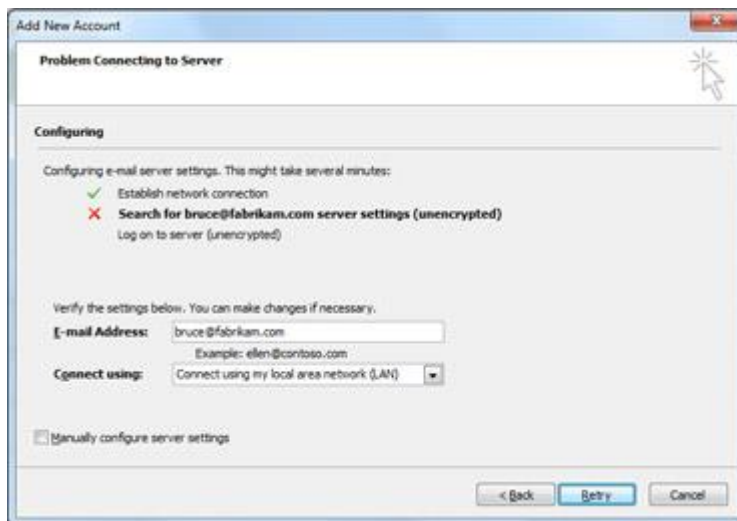
Click **Retry**, or select the **Manually configure server settings** check box. For more information, see [Add an email account by using advanced settings](#).