



NAVIGATING YOUR COMPUTER

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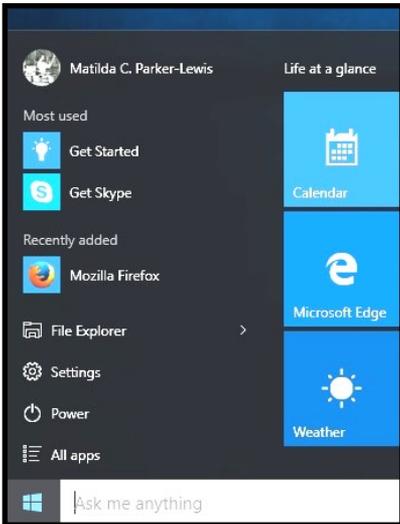
Computers seem to rule the world these days. This can make one feel very intimidated when trying to use one. However, with a better understanding of how the apps and files on your computer are organized, you can make the computer work for you and not against you.

The first thing you will see once you log in to your computer is the **Desktop**. There are a few main parts to the Desktop that will be the same for all computers.



- **Desktop Shortcuts**—These images located on your Desktop act as shortcuts to apps or files saved on your computer.
- **Background Image**—This is the image you see on your Desktop. You can change this image in Settings or by right clicking on the Desktop and selecting **Personalize**.
- **Taskbar**—The bar along the bottom of the screen is where you will find all of the things you need to navigate around the files and apps on your computer or to access the Internet. The Taskbar has four main sections: the **Start Menu**, **Search Bar**, **Taskbar icons**, and the **Notification Area**.

START MENU



The **Start Menu** organizes everything on your computer. There are two main portions to the Start Menu on Windows 10 computers.

On the left, you will see a list of shortcuts to some of your **Most Used** or **Recently Added** apps, options to go into **File Explorer** and the **Settings**, **Power** options, and the list of **All Apps**. The apps

are listed alphabetically. Some apps will be located inside of folders. To view these, simply click the folder name and a list of the apps it contains will appear below the folder. To add apps to your device, visit the **Windows Store** and search for the app you desire, or you can visit the website of the company that created the app and download it from there.

On the right side of the Start Menu is the **Tile Area**. These are shortcuts to apps and folders in tile form. You can move the tiles, resize them, and even make some interactive by turning on the **Live Tile** feature to see current updates from that app, such as weather forecasts and the latest news headlines.

CREATING SHORTCUTS

You can personalize your device by adding your most-used apps or folders in places where they are easily accessible, such as the Desktop, Taskbar, or Start Menu. To do so, **long click and drag** the app to the desired location. You can use the same motion to move the shortcuts around the Desktop, Taskbar, or Start Menu Tile Area.

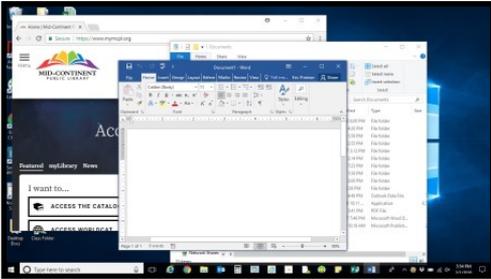


To remove a shortcut from anywhere on your device, **right click** on the shortcut, then click either **Delete** or **Unpin**. This will not uninstall the original app.

Tip: You can also pin copies of files to the Desktop. However, these will be considered new files. Any changes made to the pinned copy will not affect the original. As such, if the pinned file is deleted, all changes will also be deleted.

Notes

LOOKING AT WINDOWS



When an app starts, a **window** will appear on the screen containing the specific elements of the app that make it work.

More than one window can be open at a time. The window on top is called the active window; other windows that are running are inactive windows.

The top of the window is called the **Title Bar**. On the right side of the bar are three buttons:



Minimize, Maximize/Restore, and Close.

- The **Minimize** button will cause the window to hide in the Taskbar.
- The **Maximize/Restore** button in the middle changes the size of your window:
 - If **one** box is showing, the button will make the window grow (Maximize) to fit the whole screen.
 - If **two** boxes are showing, the button will make the window shrink (Restore).
- The **Close button** will close the window and shut down the app.



LOOKING AT WINDOWS

If there is more content in an app than what fits in the window, there will be a **scroll bar** inside a channel along the right side and/or the bottom of the window. To make the content of the window move:

- Click on the **small arrows** at either end of the scroll bar.
- **Use the mouse** to move the bar up or down by long clicking on the bar with the mouse, then dragging it up or down the channel.
- Use the scroll wheel on your mouse by lightly rolling it up or down.



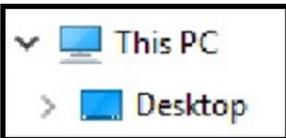
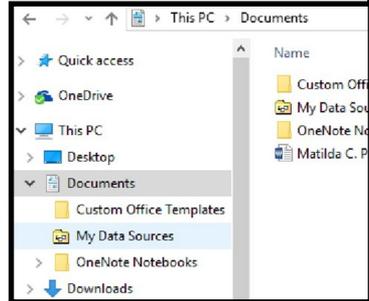
Notes

FILE EXPLORER

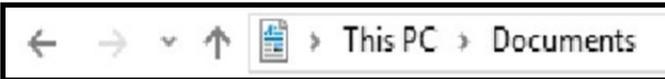


File Explorer helps you organize your files into folders that are easily accessible. To access File Explorer, click on the File Explorer link in the Start Menu, or click on the folder icon in the Taskbar.

On the left side of the screen is the **Navigation Area**. This is where you can find a list of categories: Quick Access, OneDrive, and This PC.



To the left of each category is a small arrow. Clicking on this arrow will expand the list of folders located in that category. Clicking once on the folder name will display the contents on the right side of the File Explorer window.



Along the top of the Navigation Area and Viewer, you can find the path of folders that lead from This PC to your current folder.

You can use this list to navigate to parent folders. The arrows located to the left of the breadcrumb bar allow you to move back and forth between the folders you have already visited, or to move to the parent folder of the currently viewed folder.

To open a folder or file in the Viewer, double click on the folder or file name. Alternately, you can click on the folder/file name once, then press **Enter** on the keyboard.

FILE EXPLORER

The **Ribbon** along the top of the File Explorer



window has three tabs that allow you to work with your files and folders in various ways.

- **Home**—Where most of the typical formatting options are located, such as copy/paste, delete, new folder, and properties.
- **Share**—Allows you to share a selected folder or file.
- **View**—Offers viewing options such as resizing icons, showing file details, sorting, and more.

Notes

ORGANIZING YOUR FILES

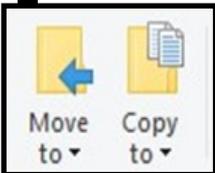


To create a new folder, first open the location where you want the folder to live. Then, in the Home Tab of the Ribbon, click the icon for New Folder. The folder will appear in the list of folders and files with the name "New Folder"

highlighted. Rename the folder by typing the new name into this field.



To organize your folders or files, you must first select them. To select one file, simply click once on the file name in the Viewer. If you want to select more than one file, hold down the Ctrl key and click once on each desired file. Alternately, if you wish to select a sequential number of files, click on the first file, then hold down the Shift key and click on the last file; all files between will then be selected.



To move or copy a selected folder or file to another location in File Explorer, click on either **Move to** or **Copy to** from the Home Tab. From the dropdown menu that appears, select **Choose location**, then pick the desired destination folder

from the pop-up menu.

You can also delete or rename a folder or file by clicking **Delete** or **Rename** in the Home Tab.



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