MANAGING YOUR COMPUTER

WINDOWS 10

Roger Gowell
rgowell@charlevoixlibrary.org
Goals:

- Learn how to change/personalize settings for your PC
- Learn how to work with apps associated with Win10
- Practice navigating the control panel and Win10 Settings Page
- Learn how to organize your data and pictures in folders and subfolders
- Learn how to back up your important files
- Learn how to maintain security on your PC
Windows 10:

Designed to be installed on desktop computers, laptops, tablets, phones, etc.
LOGGING IN:

• Same Login for entire family?

• Individual Login for each member of the family?
User Accounts:

- Sign in using your windows account
- Email address
- Password
- Account for each user?

Accounts Help:

Set up Microsoft Acct:
Windows 10 Start Screen...

- Start Button
- Task Bar
- Notification Area

Desktop Workspace:
- User icons
- User folders
- User links
- Shortcuts
Windows 10 Start Screen...
Windows 10 Start Screen...
Windows 10 Start Screen...
Customize Win 10 Start Screen

- Remove an app (Tile)
- Add an app
- Move tiles into logical group
- Name the groups
- Turn live tile off/on
- Resize a tile
- Add website to start screen
Using Windows Settings

- System
- Devices
- Network & Internet
- Personalization
- Accounts
- Time & Language
- Ease of Access
- Privacy
- Update & Security
Windows 10 Apps

- Microsoft Edge Browser
- Mail
- People
- Photo
- Maps
- Music
- Weather
- Calculator
- Store
Desktop Customization...

- Icons
  - Folders
  - Shortcuts
  - Programs
- View
- Sort
- Personalize
ORGANIZE FILE SPACE:

• Why?

• What are files, folders, subfolders, and shortcuts?

• What is the C Drive?

• What is the D Drive?

• What is the E Drive?
VIEWING FOLDER CONTENTS:

- Thumbnails
- Tiles
- Icons

- List
- Details
- Change view for folder(s)
Where Do Your Files Go?

**What?**
- Save a document
- Copy files
- Move files
- Delete files
- Restore files

**How?**
- Copy & Paste
- Cut & Paste
- Drag & Drop (copy)
- Drag & Drop (move)
BACKUP FILES:

• Create an Image
• File History
• Storage Devices
  • Diskette
  • DVD-R----DVD-RW
  • CD ----- CD-RW
  • Flash Memory
Atomic Learning

Sign up for a free account and get access to Windows 10 Training and More!
Mail App:

- Three pane display
  - Mail Account
  - Message List
  - Reading Pane
- Linked to People
- Options bar for mail
- Account settings for mail
People App:

• Combines contacts from all sources
  • Microsoft acct
  • Email acct
  • Social networking accts
• Me
  • Personal notification
• What’s new
  • Social networks
• All
  • Alphabetical listing of all contacts
Photos App:

- Collects all photos
  - Computer
  - Facebook
  - Flicker
- Control view
- Can edit
- Share photos
- Use photos as background