USING A PC (WINDOWS 10)

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WHAT IS WINDOWS

Windows are a group of proprietary graphical operating system that handles the function of a computer, to make sure everything is working together.

When you turn on your computer, the operating system begins running behind the scenes, managing the different programs and processes.

Most personal computers(pcs) come with a version of windows operating system.

WINDOWS ELEMENTS

1. File Menu Bar
2. Tile Bar
3. Minimize
4. Close
5. Toolbar
6. Vertical Scroll Bar
7. Resize Corner
8. Horizontal Scroll Bar
9. Status Bar

WINDOWS 10

- Windows 10 is the latest version of operating system developed by microsoft.
- It is the successor of windows 8.1
- It was release on july 29 2015,

 It has good features such as;

- Microsoft edge web browser,
- A virtual desktop system,
- A window and desktop management feature called the task view.
- It has support for fingerprint and face recognition login.

HOW TO RESIZE A WINDOW

Basic resize in windows:

- **Minimize**: Click the dash-like button on the top right corner of your computer it collapses the to the taskbar.

- **Maximize**: Click the which look like a box or two boxes on the top right corner of the computer.

HOW TO RESIZE A WINDOW USING THE WINDOW KEY AND KEYBOARD

If you are using windows 7,8,10 or 11 use the Windows key and the left arrow key this resizes and arrange the window to fit the left half of the screen and the Window key and right arrow key resizes the window to fit the right half of the screen.

KEYBOARD SHORTCUTS:

- Press ALT+SPACEBAR To open the windows menu

- If the window is maximized, arrow down to RESTORE and ENTER

- Press ALT+SPACEBAR again to open window menu, arrow down to SIZE and ENTER

WORKING FROM DESKTOP

The window is similar to the top of a desk in your offices or home.

Where you keep papers in folders,and other items that you need to get things done, such as:

A calculator for maths and a pen for writing.

Just as you have folders on your wooden desk you also have tools and folders on your computer desktop. Here are some of the elements on the computer desktop

The taskbar displays frequently used applications, such as microsoft edge, file explorer etc. The taskbar displays currently open apps.

Desktop shortcuts: this are icons that reside on the desktop and provide a shortcut to opening a software program or files. functioning much like tiles on the start menu.

Just like other applications, there are number of ways you can open a file.

We can open files from the desktop, folders or other shortcuts on the computer.

You double click this file icon on the desktop to open it anytime you open a file it will open inside a related software application.

A folder provides a method of holding and organizing files.double clicking a folder will show you files inside that folder.

FILES AND FOLDERS

A computer file stores information that an application can access, the information could include text like:

Letters

Pictures,

Videos

Music.

SAVING AND CLOSING FILES

When working on a file, and you want to return to it later after closing it, you will have to save your work.

To save a file, click on the file tab from the menu at the top of the window. Typically you will see "save" and a "**save as**" option.

If you have save the file before and would like to keep the same name and location of the file and click the save option.

If it's the first time of saving the file select save as a "**save as**" window will open. this allow you to select where to the save file be located on your computer.

DELETING FILES

Knowing how to delete files and folders that you no longer need will help you keep your windows from becoming too cluttered.

Locate the file or folder you want delete.

Right-click the file or folder you want to delete and choose delete.

Click yes to delete the file.