# Using a PC Windows 10
## Operating Systems



Hi! I'm Belle. I'm here to tell you about a computer's operating system and guide you through navigating a computer.

We'll follow along with Celine who wants to learn more about how to use the computer.

In this course Celine will learn about operating systems, how to find and navigate the computer's desktop, how to find and organize files and folders, how to manage the windows of the applications she wants to use, and how to save, close and delete files on the computer.



In today's lesson Celine will learn about the computer's operating system running on her Windows 10 computer. Let's take a look.

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When Celine first turns on the computer, software starts running behind the scenes that manages all the different computer programs and processes. That software is called the operating system.
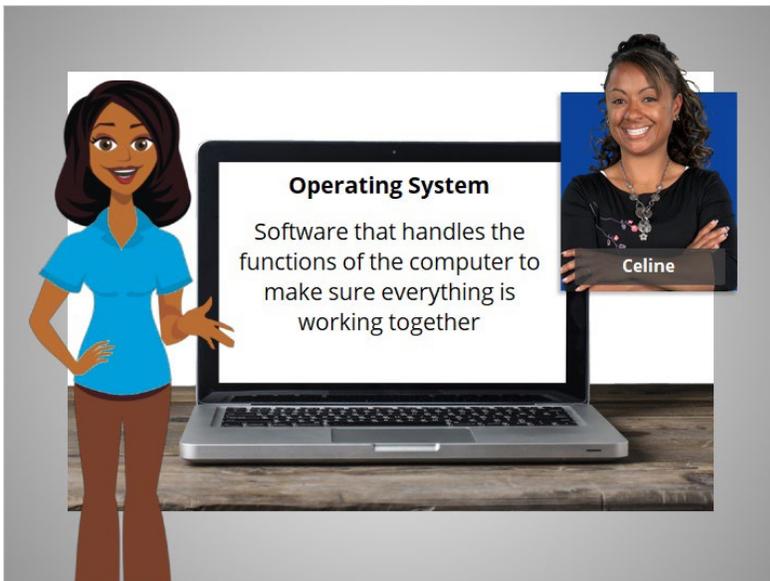


The operating system is the software that handles the functions of the computer to make sure everything is working together.

Just like your brain works to manage your body to make sure you are breathing and your heart is pumping, the operating system manages the functions of the computer to make sure everything is working together.
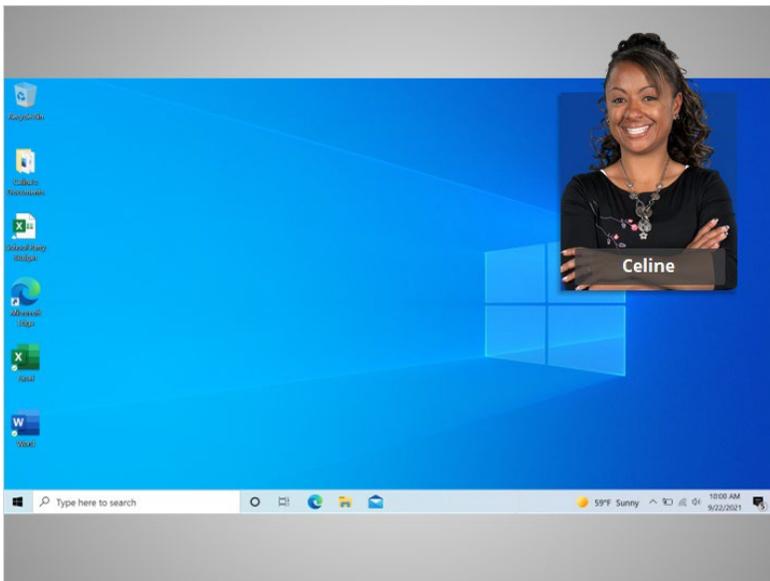


Celine logs in and we see the Windows 10 desktop. If you're using a computer with a different operating system or another version of Windows, the login process and desktop might look different.

Now Celine is ready to learn more about the Windows desktop and other programs.

# Working from the Desktop
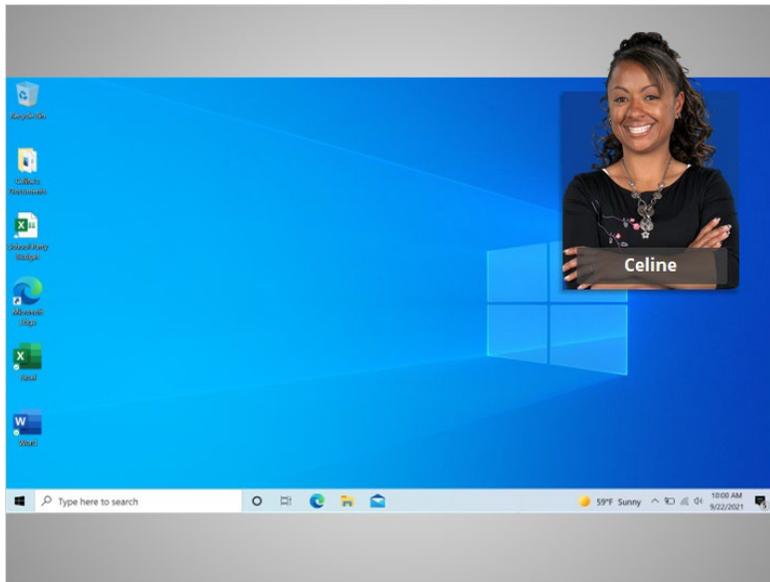


In today's example Celine is learning about how to open applications in the Windows 10 operating system. In this lesson Celine is going to learn about the different sections of the computer's desktop including the task bar, start menu and more.

When the computer is turned on, Celine sees what's known as the desktop in the monitor. If you're using a Windows computer that has a different version of the operating system running, the desktop may look different.
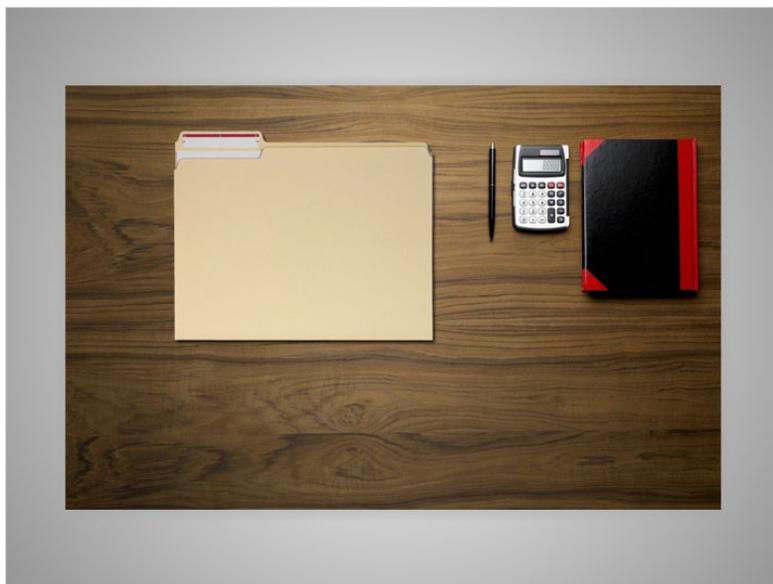
The Windows 10 desktop is just like the top of Celine's desk at home or at work, where she keeps different folders with papers in them, and other tools she needs to get things done, such as a calculator for math, a pen for writing, or a book for looking things up.
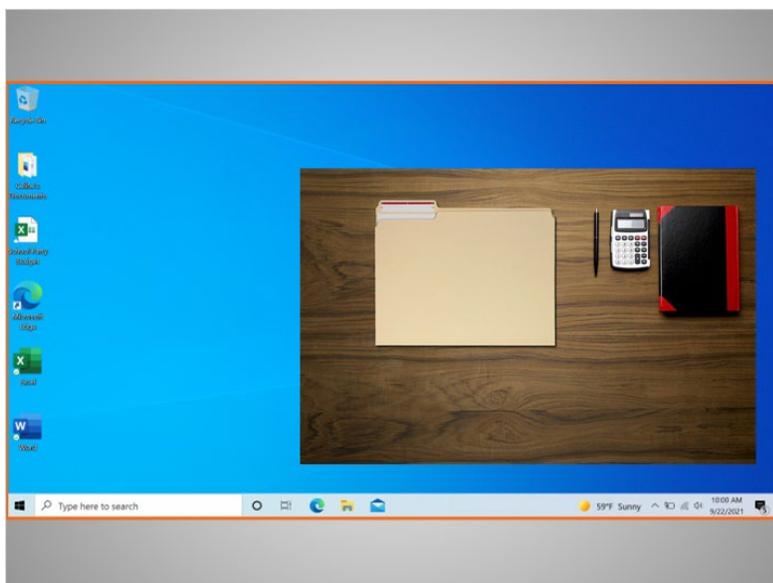


Just as Celine has folders and tools on her physical desk, she also has those tools and folders on the computer, which she can access through the desktop.
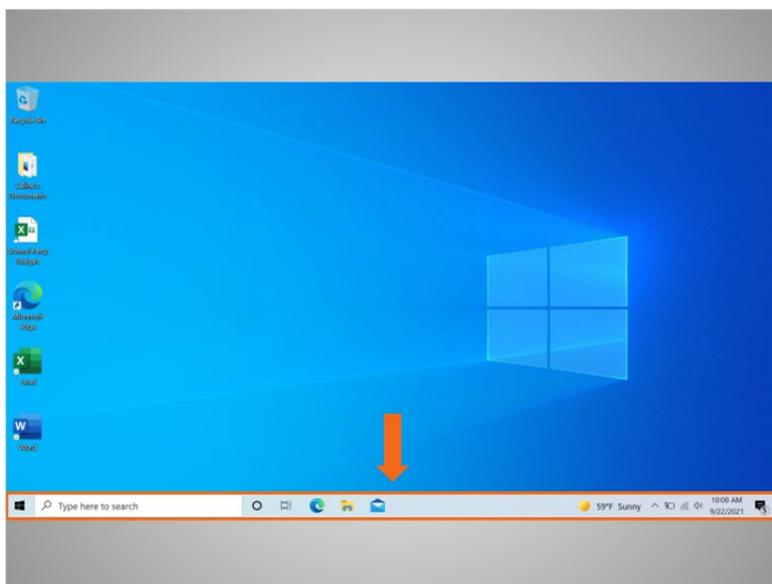
The taskbar is located at the bottom of the screen. It can also show shortcut icons for commonly used applications much like the icons on the desktop.
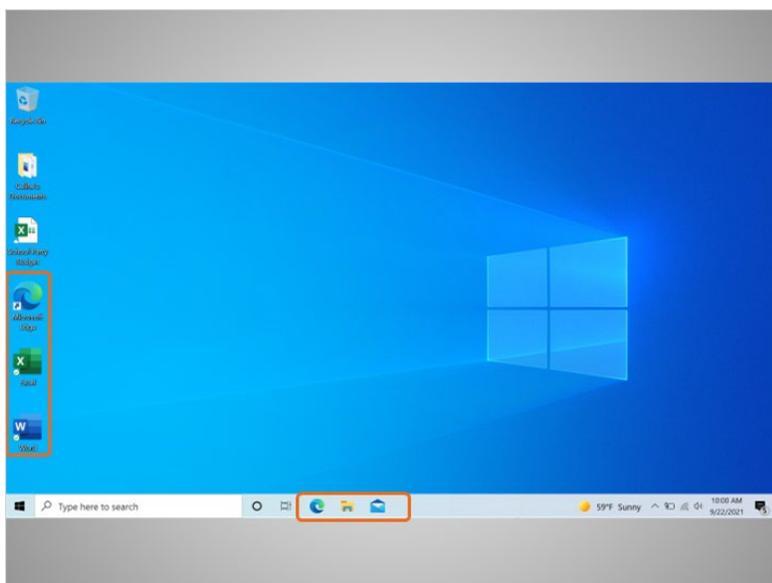


To open an application, Celine can click on these icons, also known as shortcuts, right from the taskbar.

Applications are tools that allow you to do things on a computer. In today's example Celine sees an icon for Microsoft Word that will allow her to open a document, the Edge browser which allows her to search the web, and a calculator which allows her to do math.
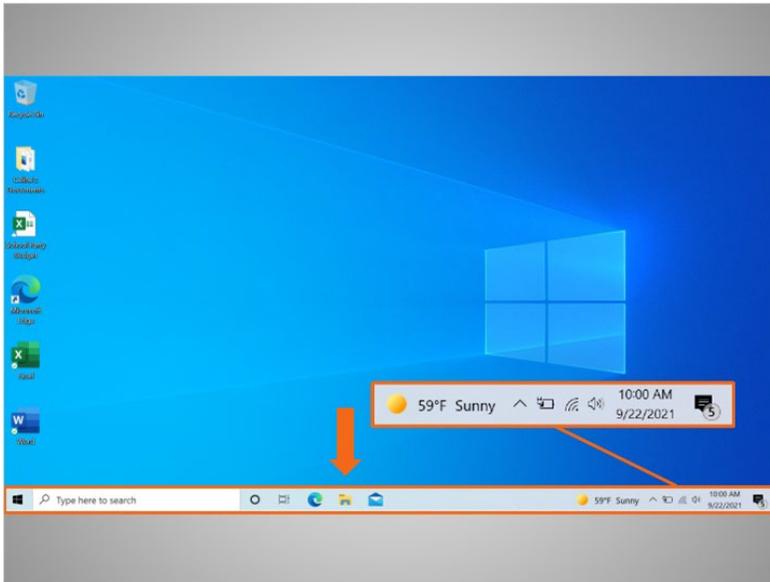
The taskbar also shows an icon for any task or program that is currently open. You can use these buttons on the taskbar to switch between the different windows you have open.

Information like the date, time and volume control are also found on the right edge of the taskbar.
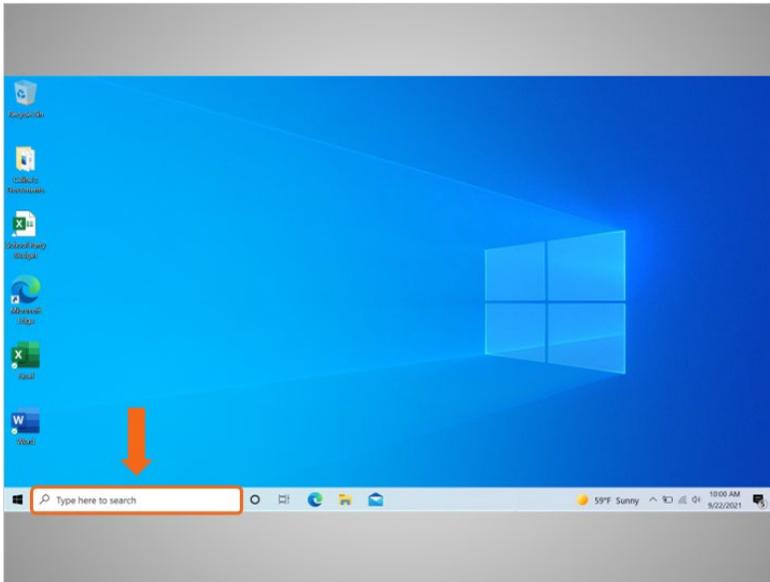
If you can't find what you are looking for on your computer, like a specific file, specific computer setting, or an application, you can use the search box located in the taskbar. The search box will also search for things on the web. The search box is located at the bottom left-hand side of the screen.
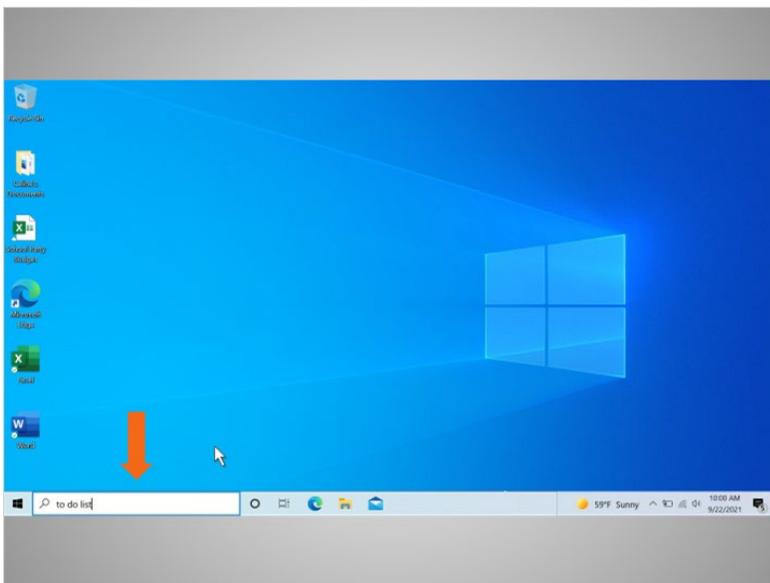


Celine created a to do list in Word, but she can't remember where she saved it. She decides to search for the document, so she types "to do list" into the search box.
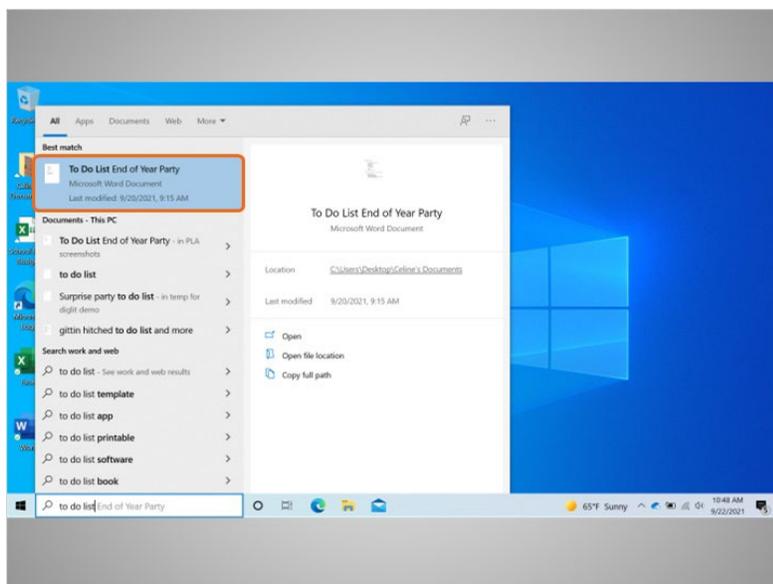
A results list appears. The first result is the document she's looking for, so she clicks once …
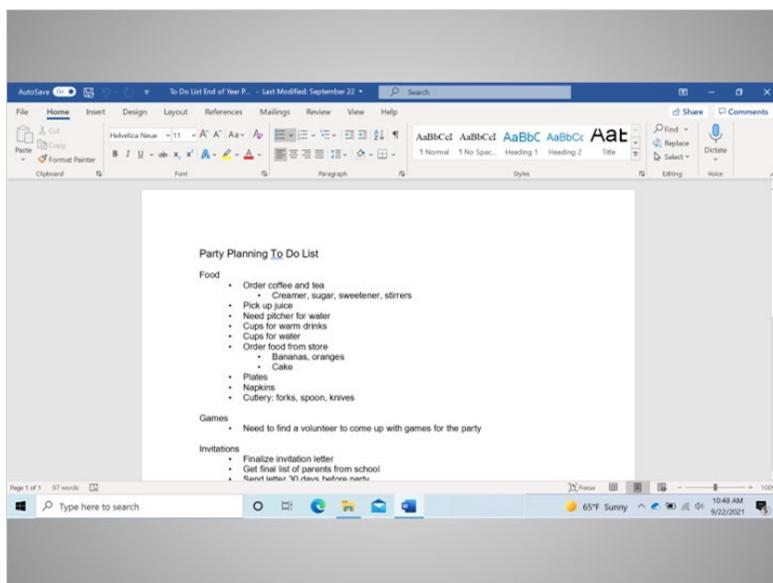


… to open the document.
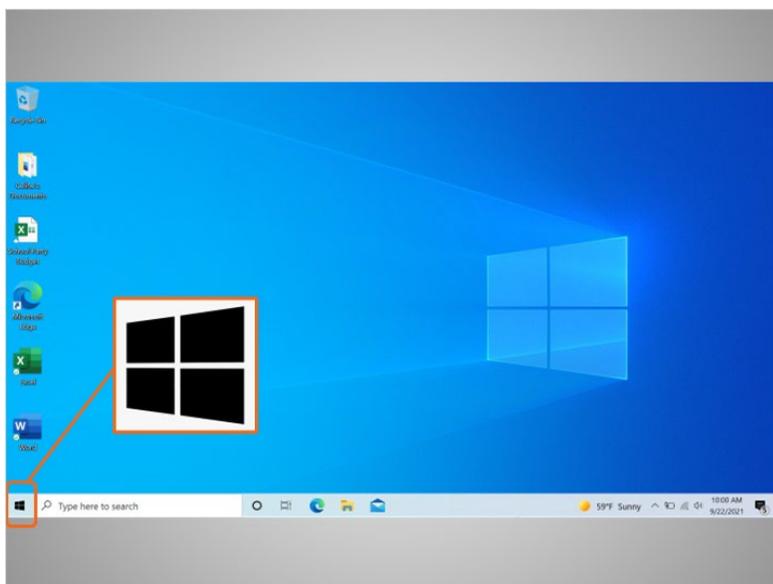
Back on the desktop, we can see that the taskbar also includes the Windows icon. While the taskbar has the most commonly used applications on it, it may not have all of applications available on the computer.



Click the Start Menu icon
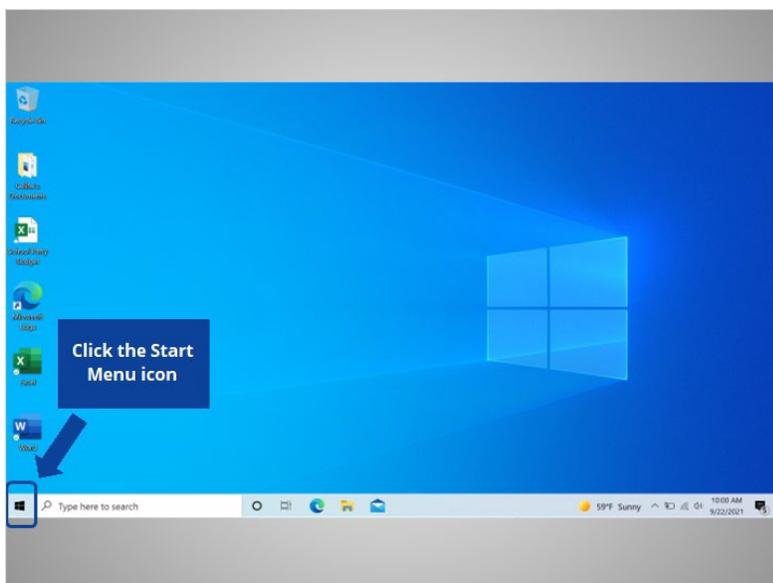
If Celine clicks on the Windows icon, it will launch the start menu, which will allow her to see all of the computer's applications. Would you help Celine and click the Windows icon to open the Start menu?
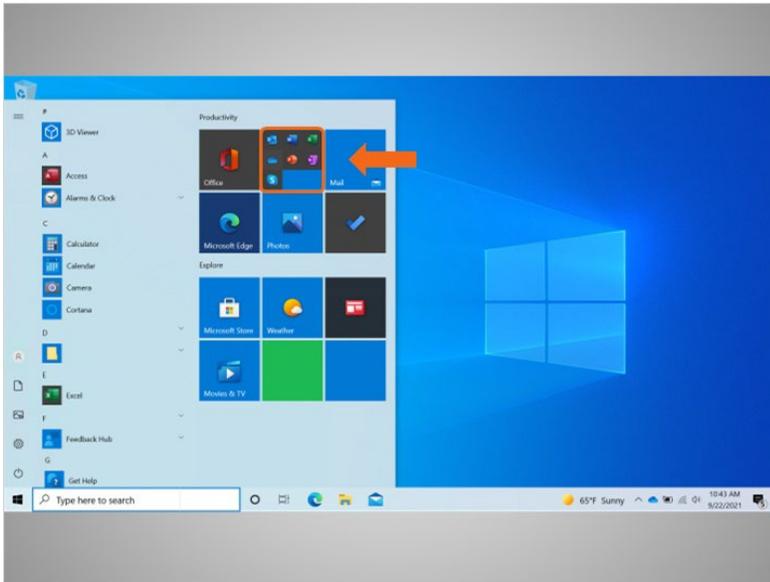
Great job! The start menu is another way Celine can open Microsoft Word.
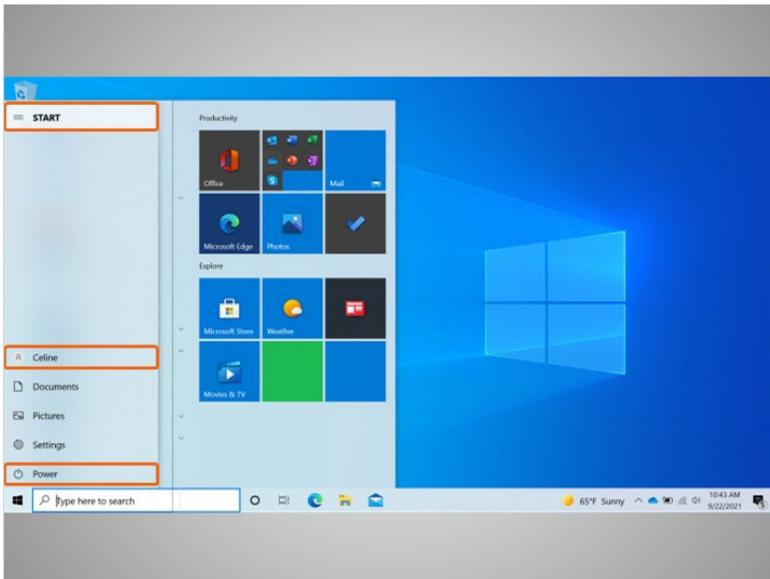


Celine can do more than just access applications from the start menu. She clicks on the menu on the top left to see more menu items. Let's look more closely at the other menu items that Celine will want to know about: Power, Account and Start Menu.
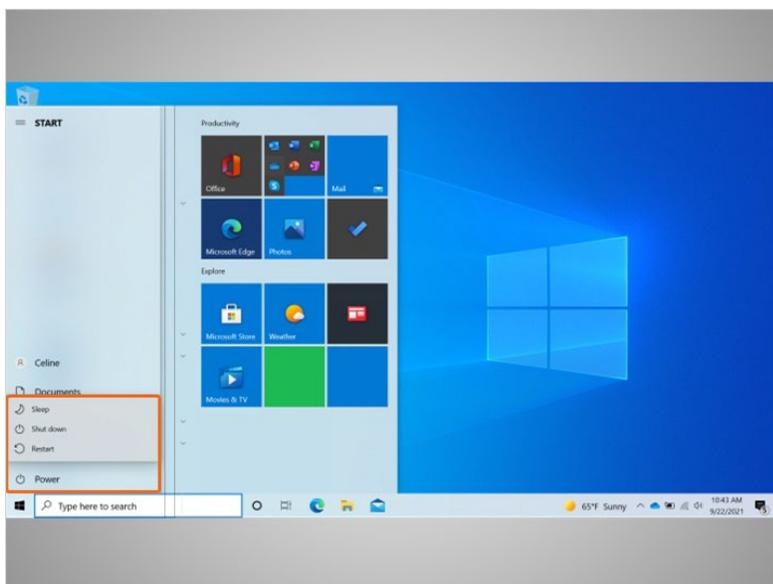
When Celine clicks on the power button it opens a menu where she can choose to restart, shut down, or put the computer to sleep.
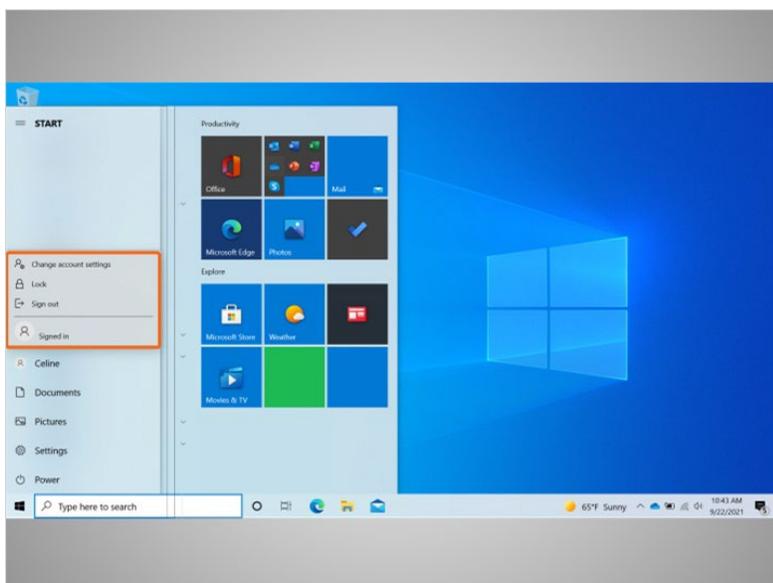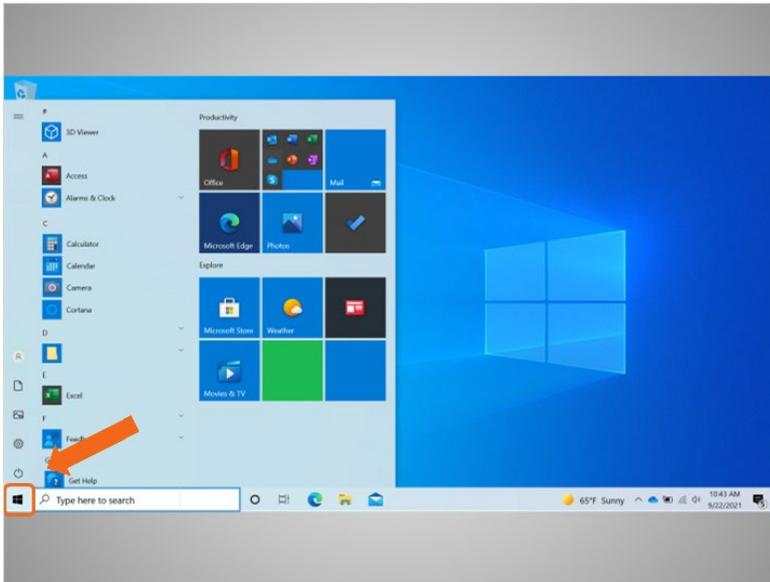


When Celine clicks on her name in the start menu, the account menu appears. In this menu Celine can sign out of her account, lock her account, or change settings that are unique to her account on the computer.
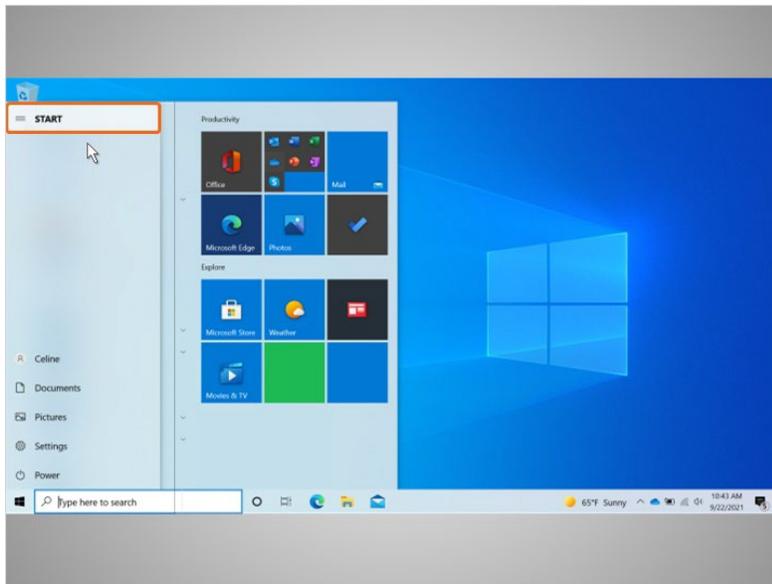
When Celine clicks on Start …
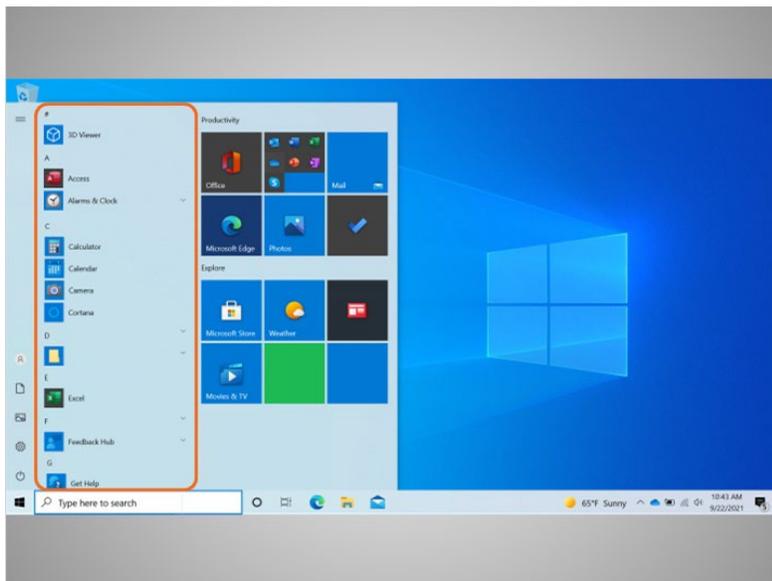


… the left menu collapses so that Celine can see a list of all the applications available on the computer in alphabetical order.

To close the menu Celine clicks on the Windows icon.
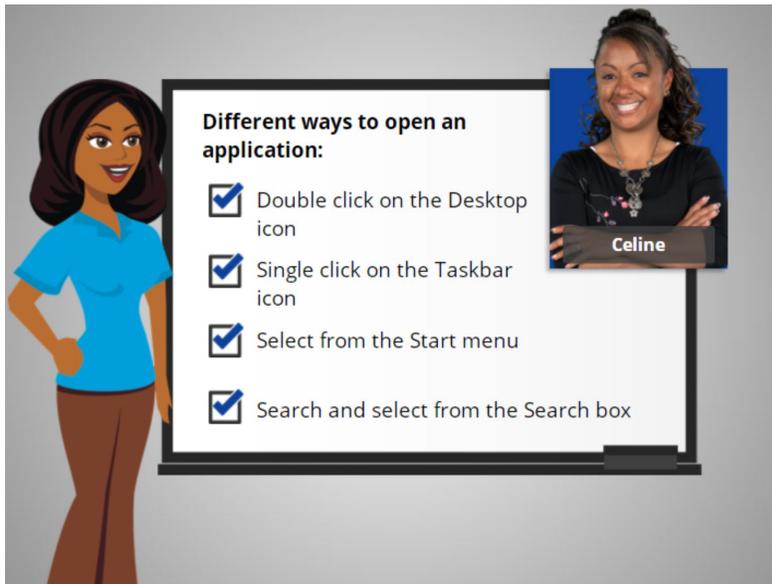


Celine is happy to learn that there is more than one way to open an application on the computer. She can double click on the Desktop icon, click on the taskbar icon, select it from the start menu, and search for it using the search box.

In the next lesson Celine will learn how to find files and folders on the computer.

# Files and Folders



In today's example, Celine is using applications within a Windows 10 computer to learn how to manage files and folders.
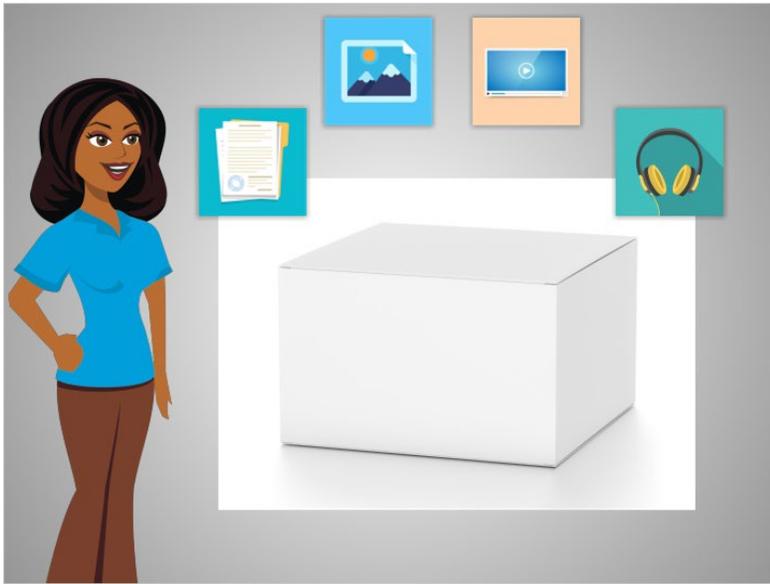
A file of package of information. Applications are software or tools that allow you to do things on the computer with the file. Some applications allow you to work on text documents, and others allow you to do things like edit pictures, watch videos, listen to music or access the internet.
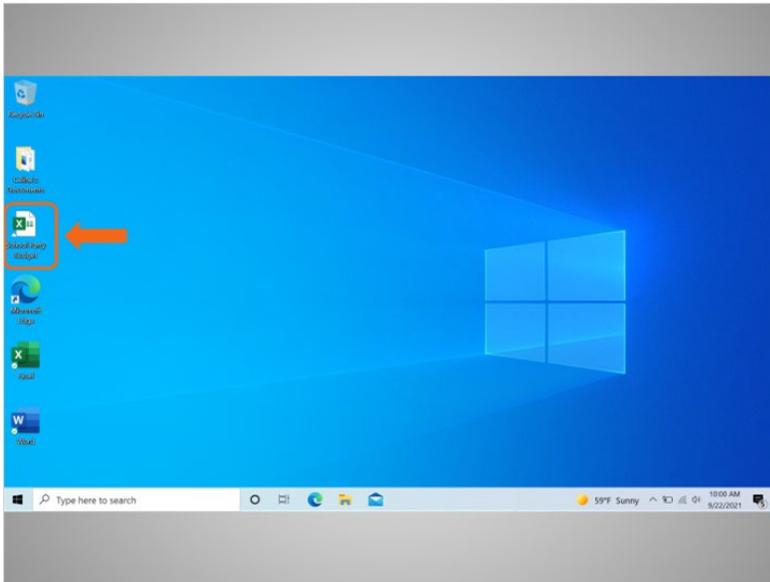
There are several ways you can open a file. Celine can open files from the desktop …
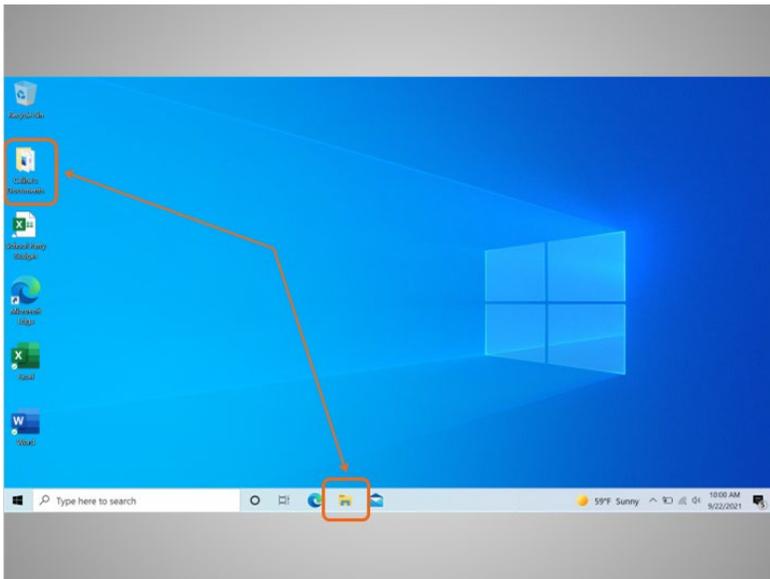


… from folders …
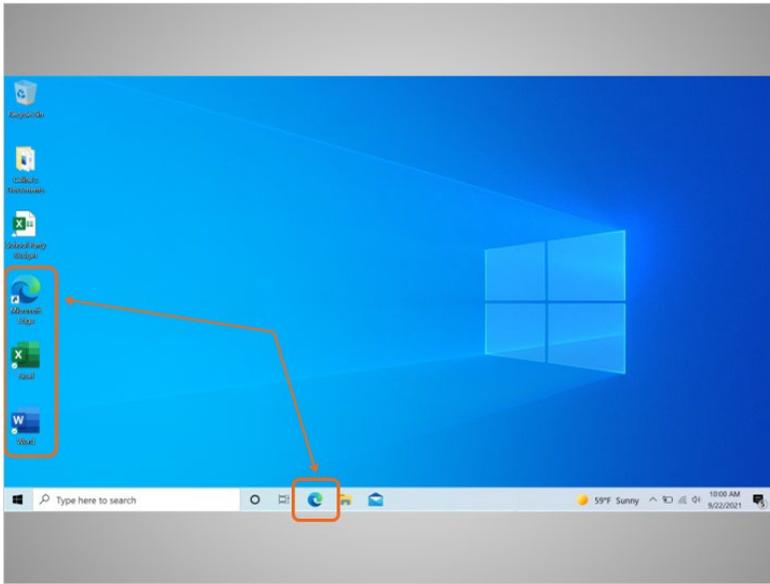
… from other shortcuts on the computer, …
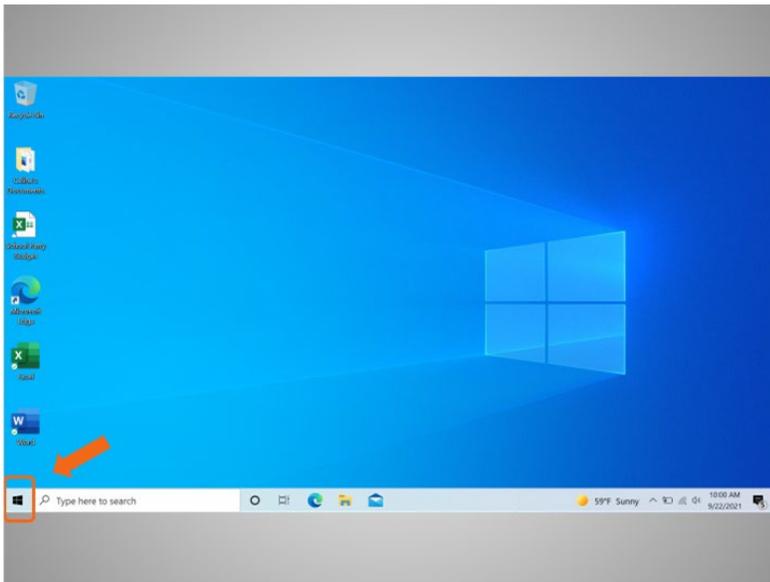


… or from the start menu.
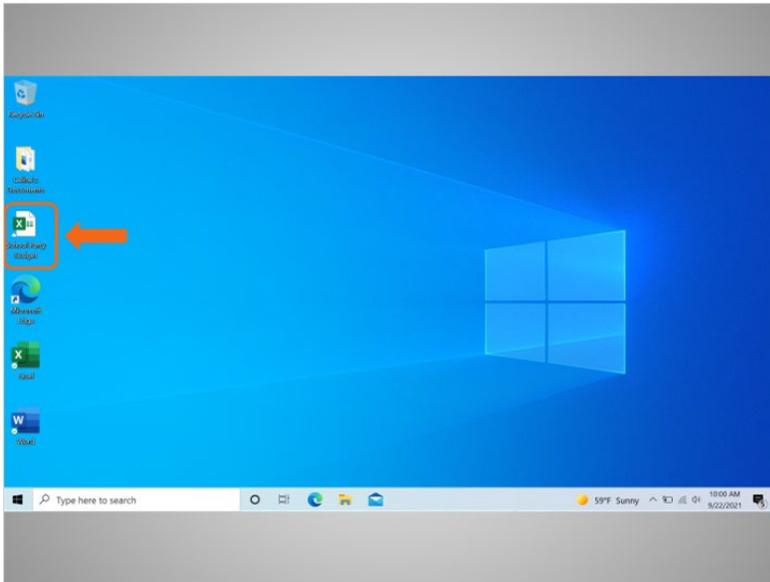
Any time you open a file, it will open inside a related software application. In today's example, Celine is going to open a budget file in Microsoft Excel, since that was the application that was used to create it.
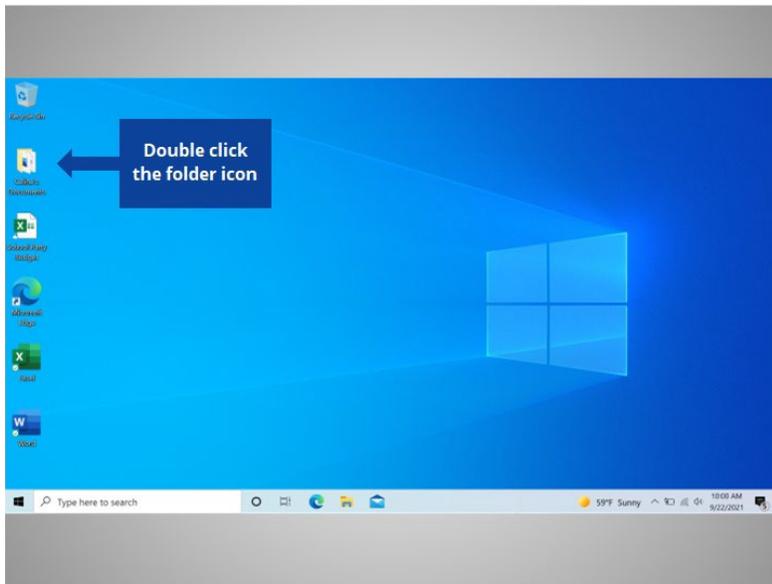


Double click the file icon
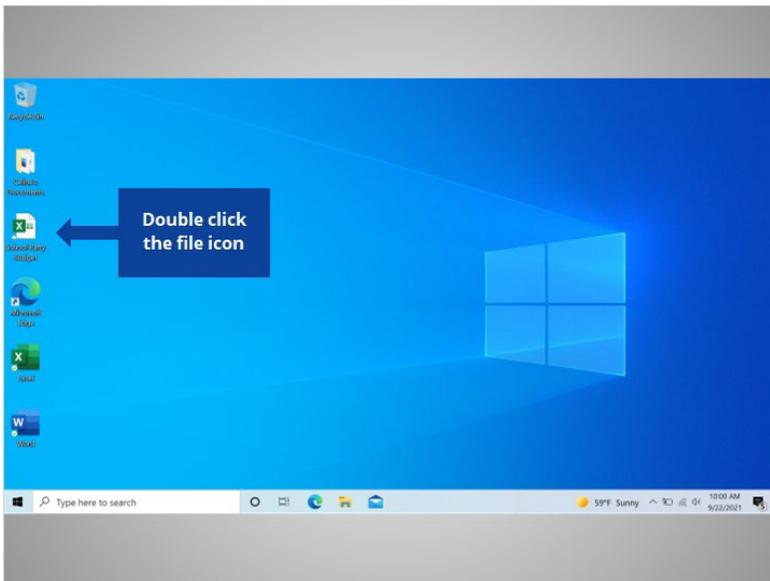
Would you help Celine open the School Party Budget file by double clicking on the icon?
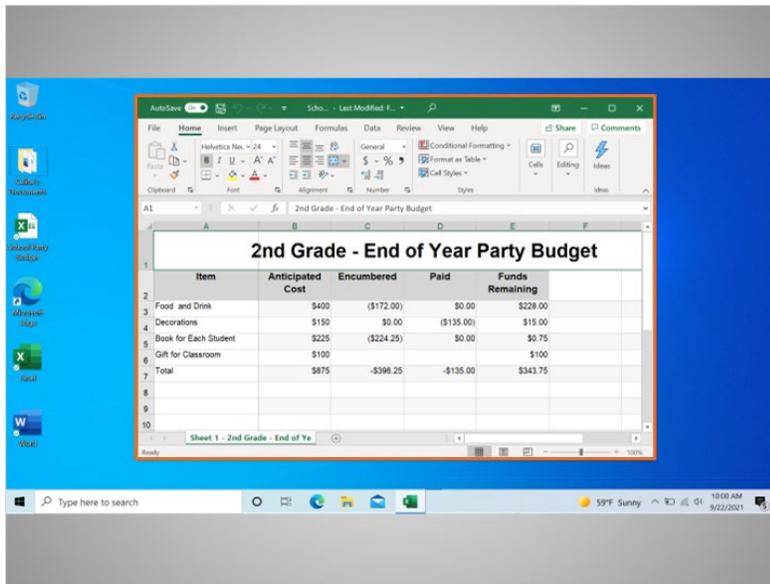
Good job! The School Party Budget file has opened.
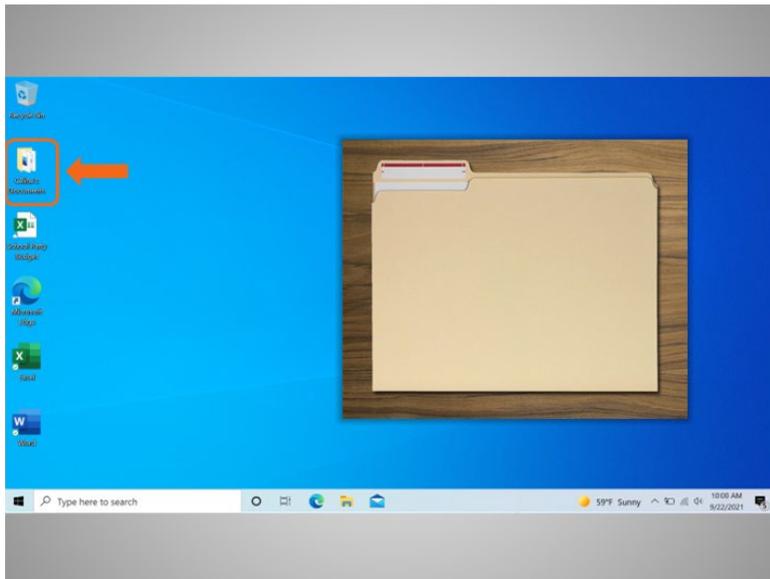


A folder provides a method for storing and organizing files, just like the folders you'd find on a physical desk.

Double click
the folder icon

When Celine double-clicks a folder, it will open the folder and show her the files inside. Would you give it a try? Double-click on the folder to open it.
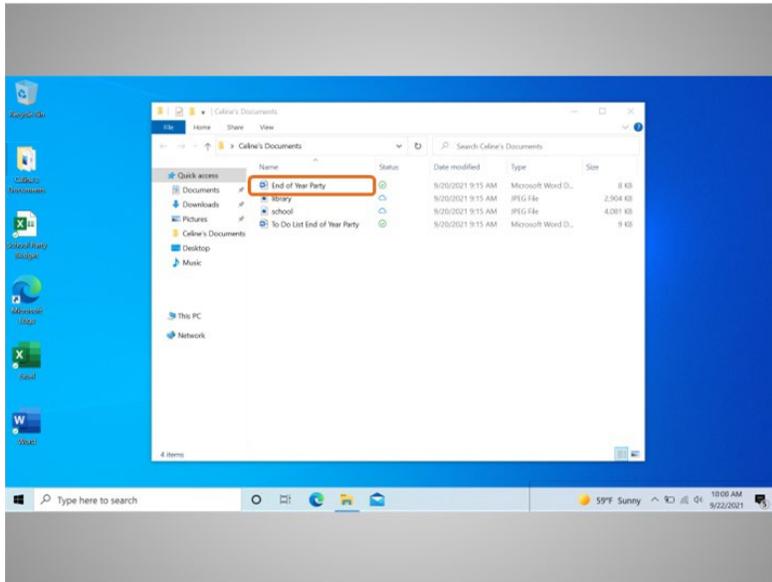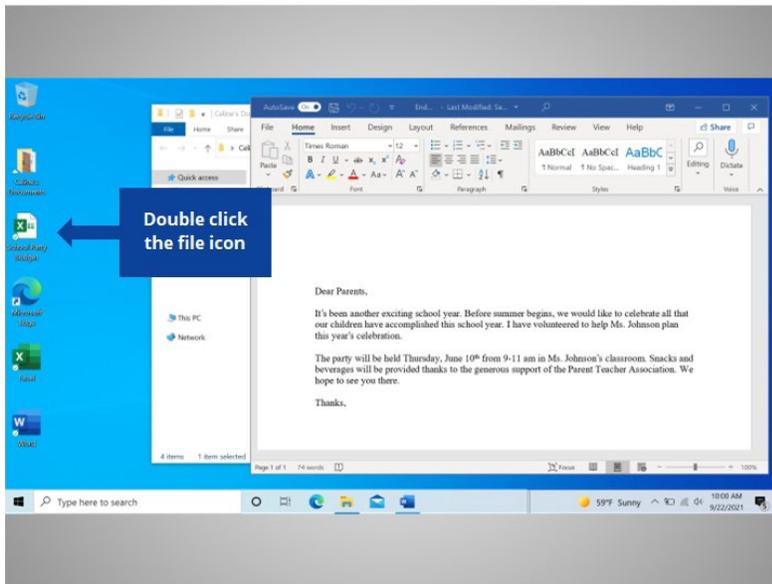
Nice work! Double-clicking the folder on the desktop will open a window that shows the files in that folder, just as opening a paper folder allows you to sort through the documents in that folder.

Celine wants to open the End of Year Party document, so she double clicks the file…
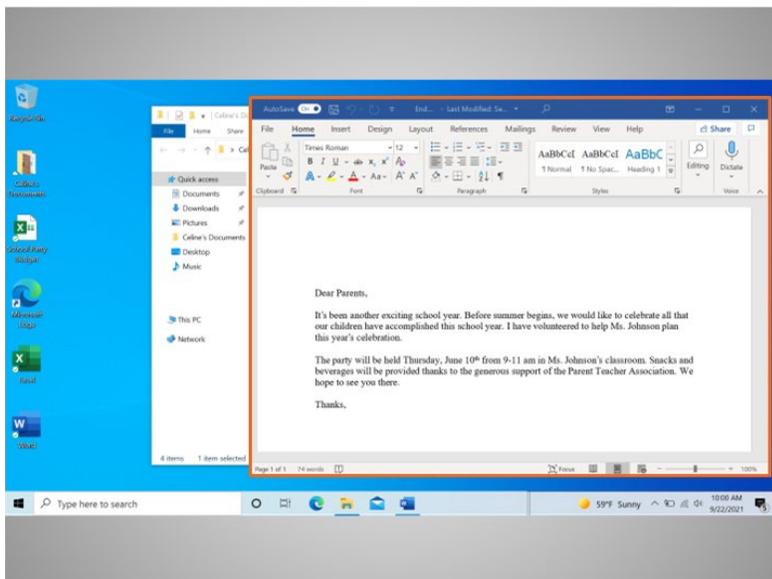


…and the file opens!

Celine now wants to open another file that is on her desktop. Will you help Celine open the file called "School Party budget" by double-clicking on it?
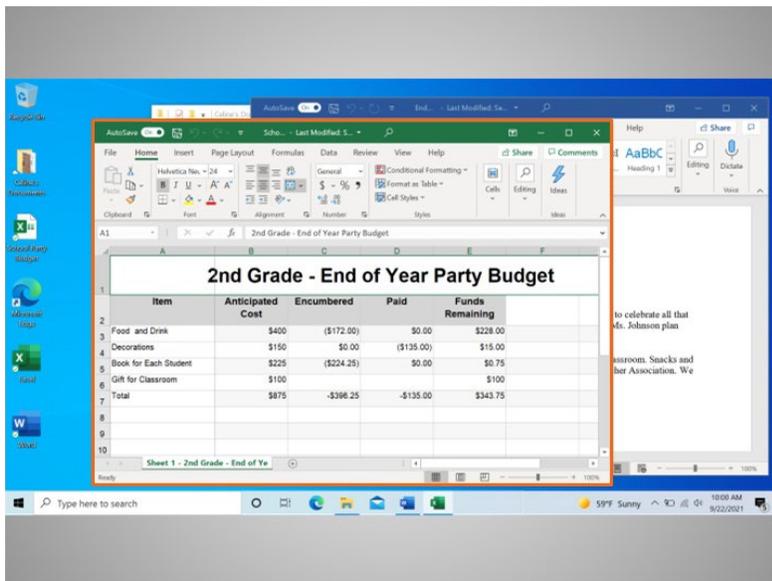


Good job!

In this lesson, Celine learned how to find and open files and folders on the computer.

In the next lesson Celine will learn how to use an application window including how to make a window bigger and smaller, how to move a window, how to scroll, and more.

# Working with Windows



In the previous lesson Celine learned how to find and open files on a computer. In this lesson, Celine will learn how to use an application window including how to make a window larger or smaller, move a window, and more.
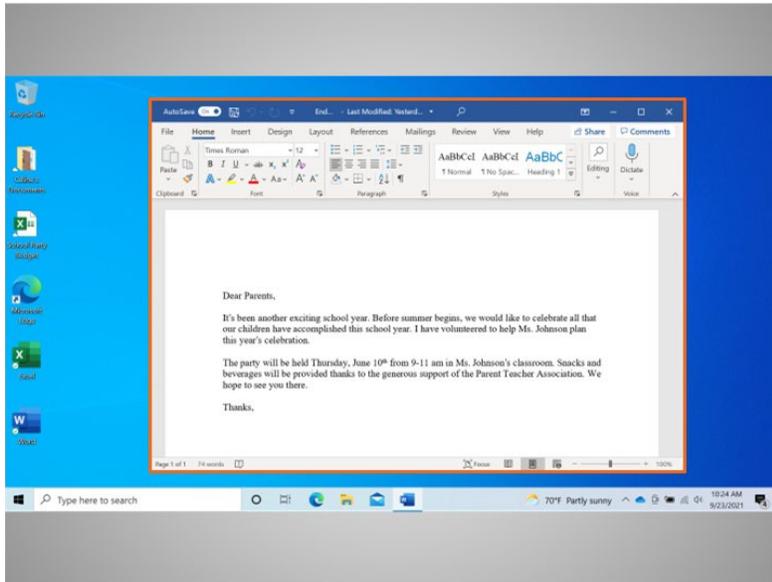
In today's example Celine is using Microsoft Word on the Windows 10 operating system. Every time you open and use applications, files and folders, they are viewed inside a window. The window is your working area.
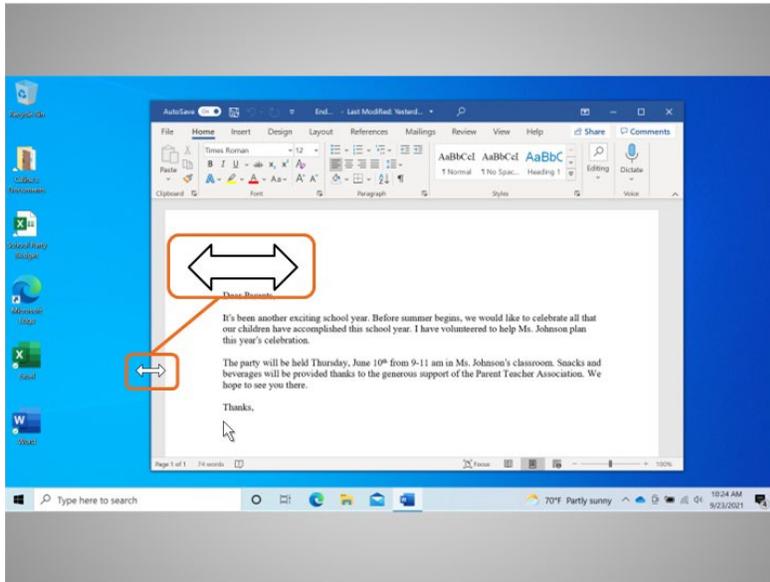
Sometimes, the window may be too big or too small. Celine can change the size of the window by using her mouse or touchpad to place the cursor on the edge of the window.

When she does this, her cursor will change into a double-headed arrow.
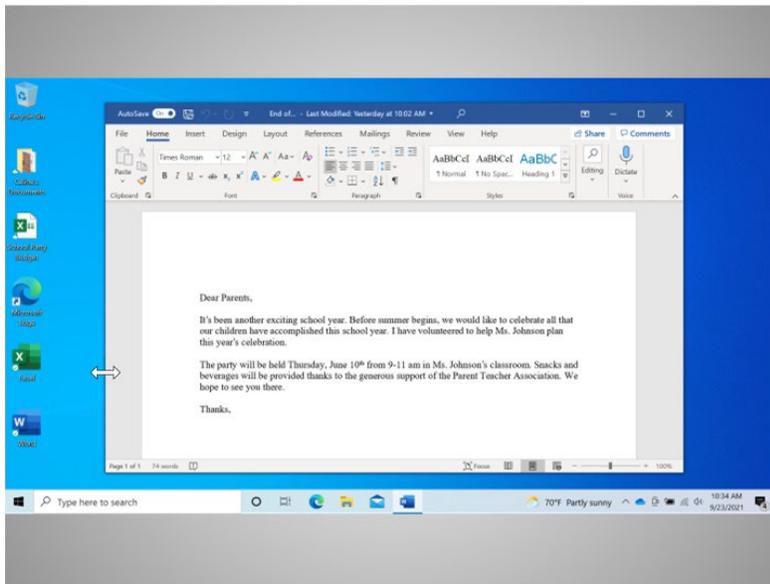
She can then click and hold the left mouse button to "grab" the edges of the window. Celine drags her mouse to the left to change the size of the window. She releases the mouse button when the window is the desired size.
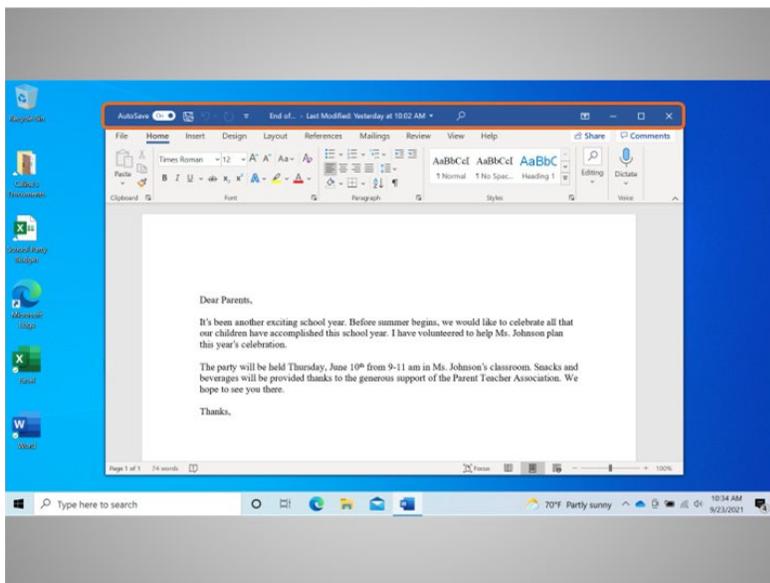


At the top of the window, Celine sees the title bar.
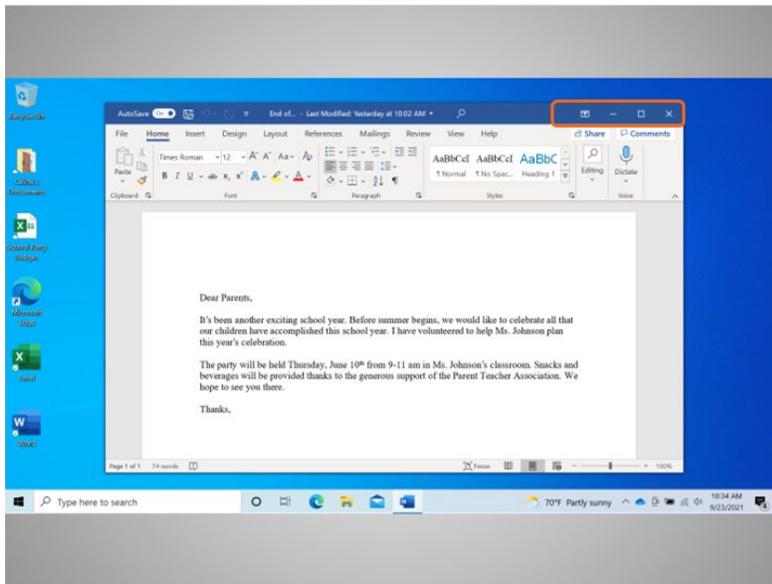
The right corner of the title bar includes buttons that help manage the window.
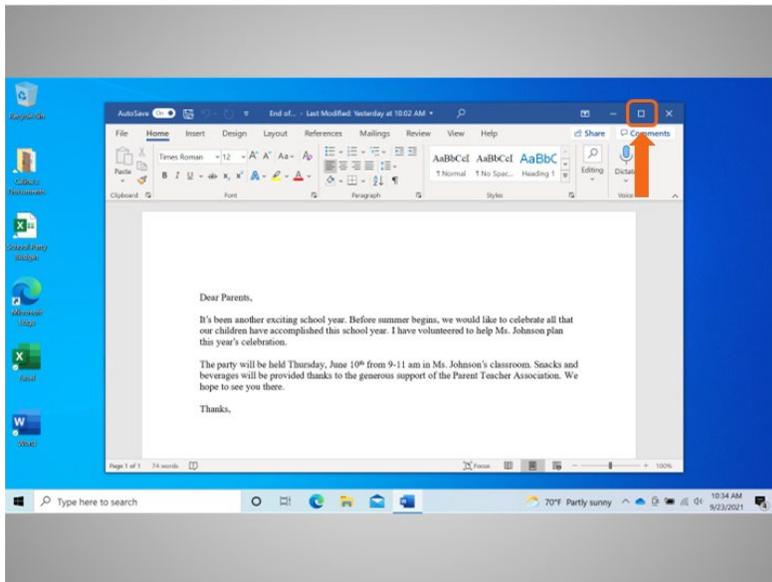


Clicking the maximize button, that looks like a square, will expand the window to fill the desktop.

![Screenshot showing Microsoft Word window not maximized, with a callout "Click the square" pointing to the maximize button.]
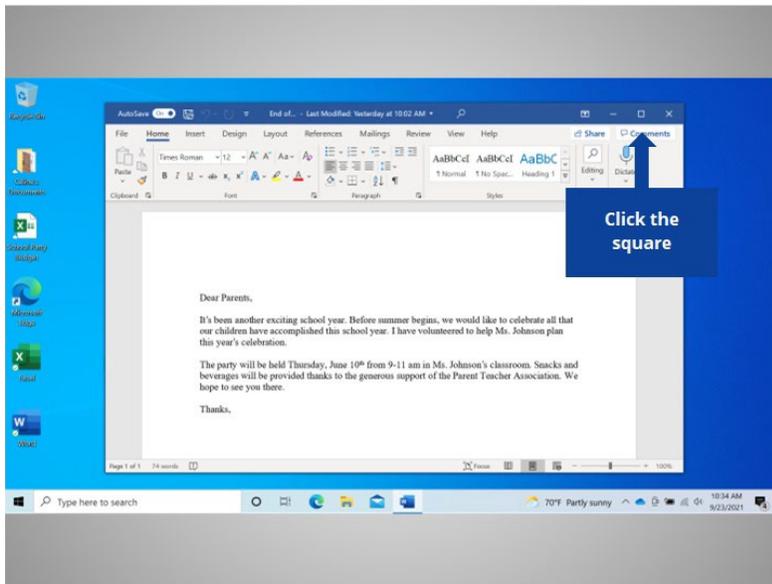
Will you help Celine and click the maximize button?

![Screenshot showing Microsoft Word window maximized, filling the desktop, with an orange arrow pointing to the restore button.]
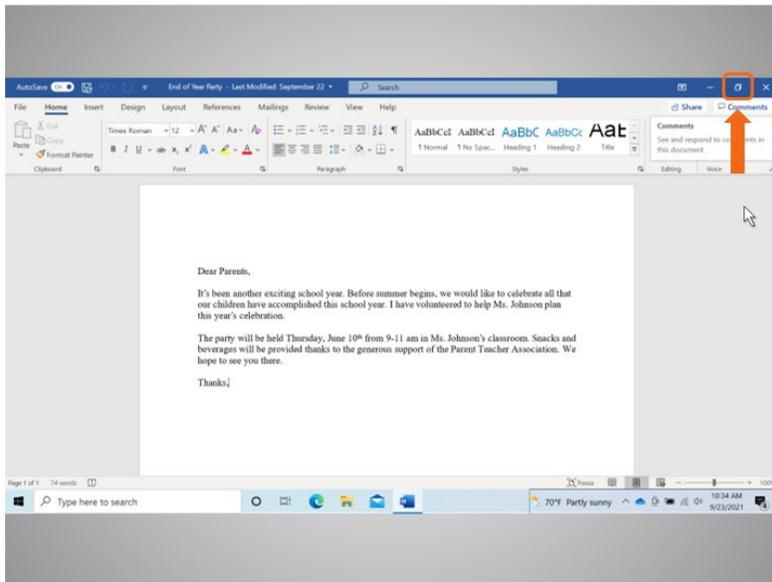
Good job! The window now fills the desktop.

To make it smaller again, Celine will click the restore button. The restore button looks like a double rectangle. When Celine maximized this window, the restore button replaced the maximize button.
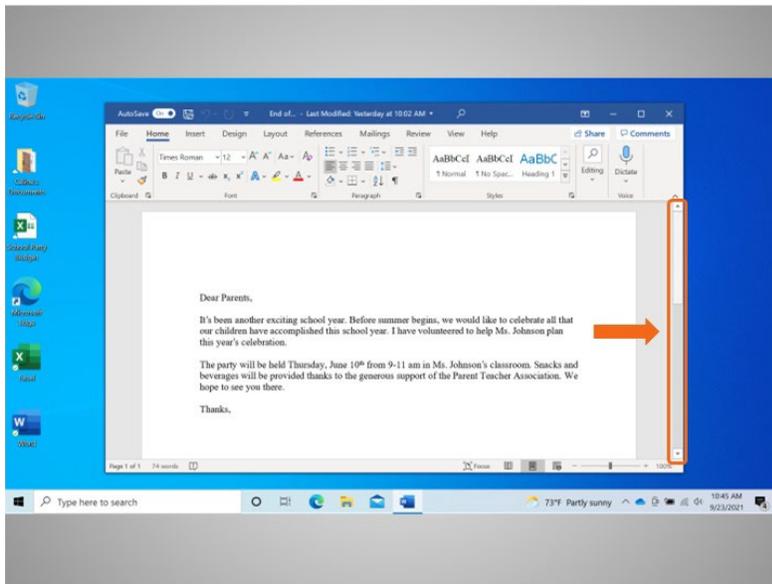
Celine can scroll inside the window to display more of the file contents by using the scroll bar. To do this Celine moves the cursor to the scroll bar, left clicks the mouse and holds the button which "grabs" the scroll bar.
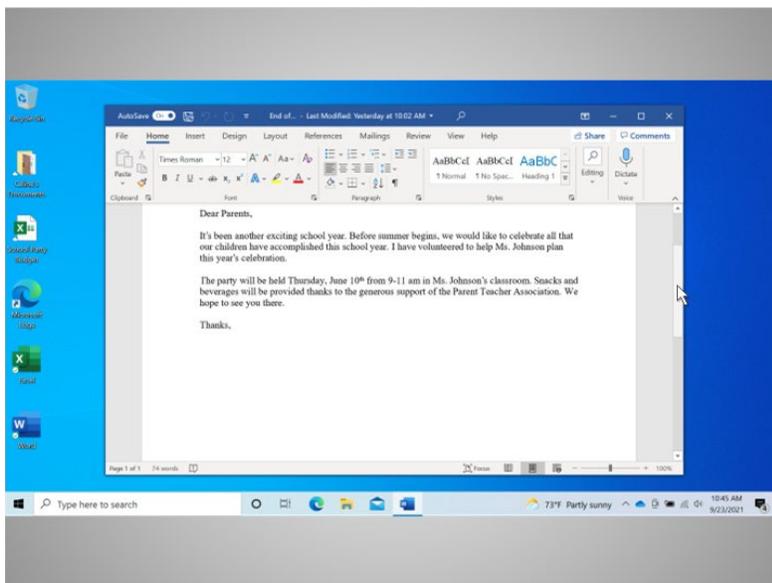


She then drags the mouse down to scroll down in the document.
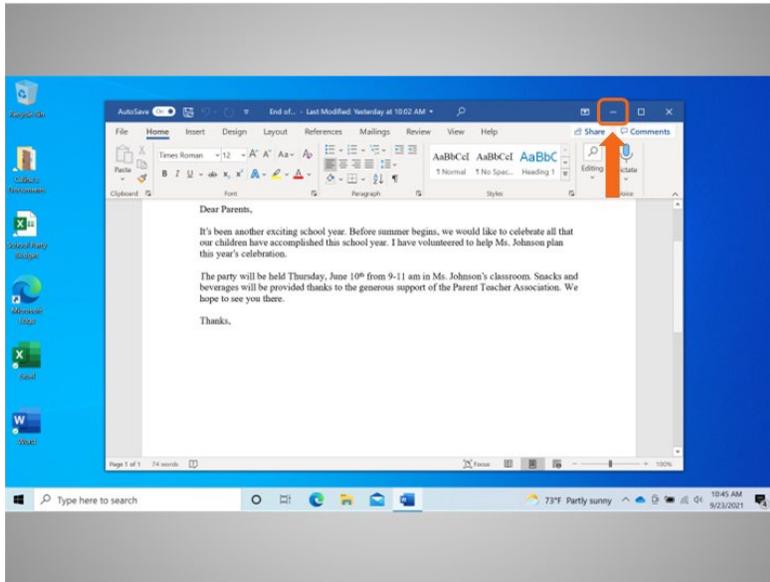
When Celine needs to see other files or folders on the desktop, she can use the minimize button to move this window out of the way. This button looks like a dash and will collapse the window into the taskbar at the bottom of the screen.
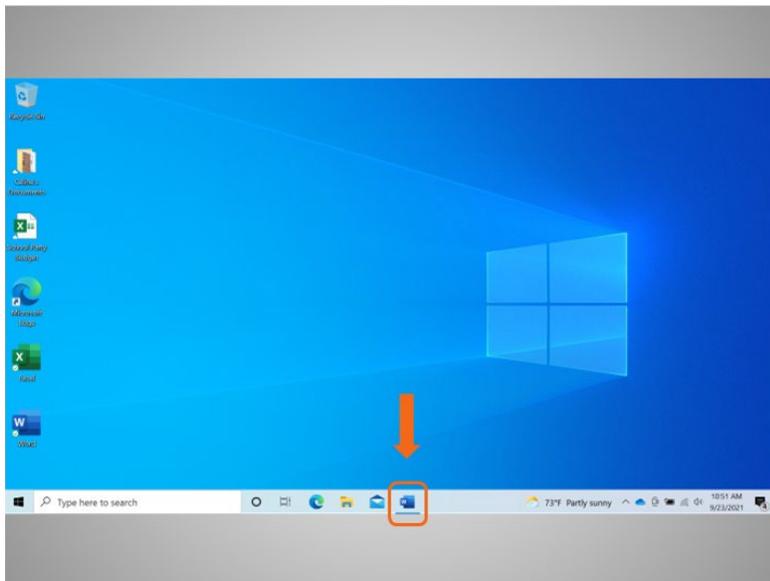


The file is minimized and appears on the taskbar as an icon. Celine can get back to it at any time by clicking on this icon.
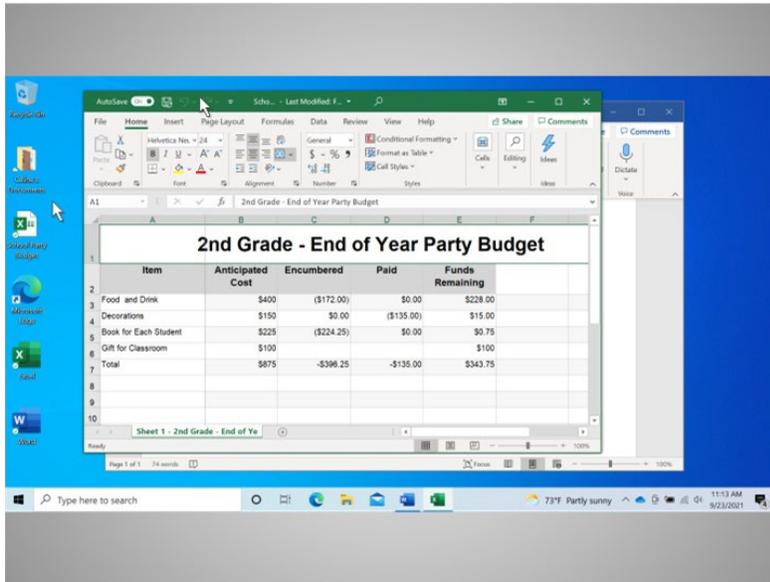
It is not uncommon to have many windows open at the same time. People find it easy to switch between tasks or work between multiple files.

Celine clicks on a file on her desktop to open it. With more than one window open, moving them around or resizing them may be helpful. Celine can pick up a window by moving the cursor to the title bar and,
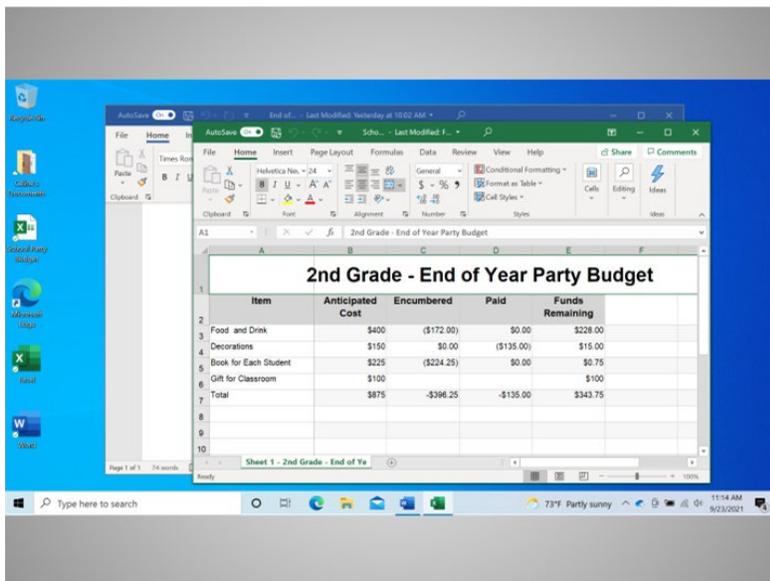


click and hold the mouse button to move it around.
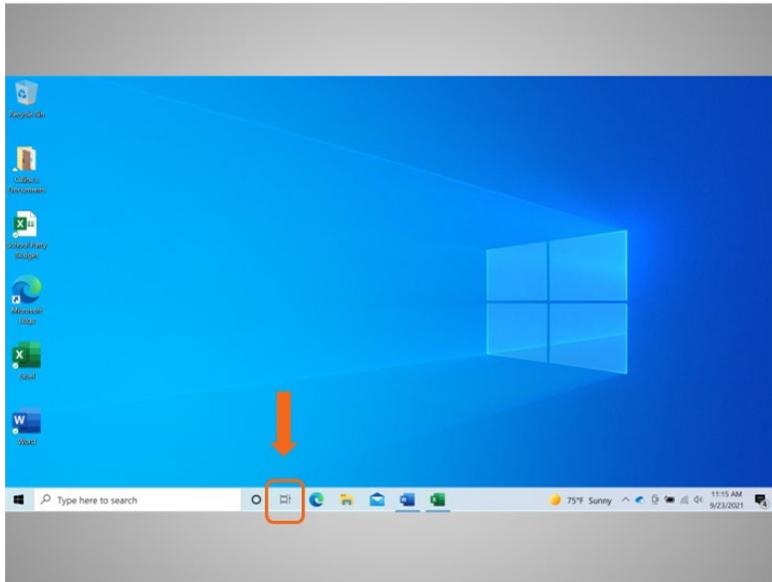
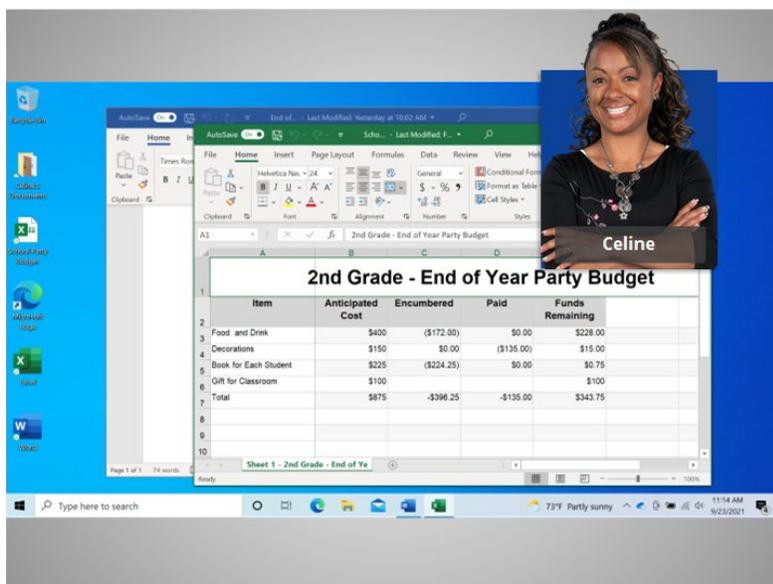In Windows 10, the task view is another way to manage having more than one window open.
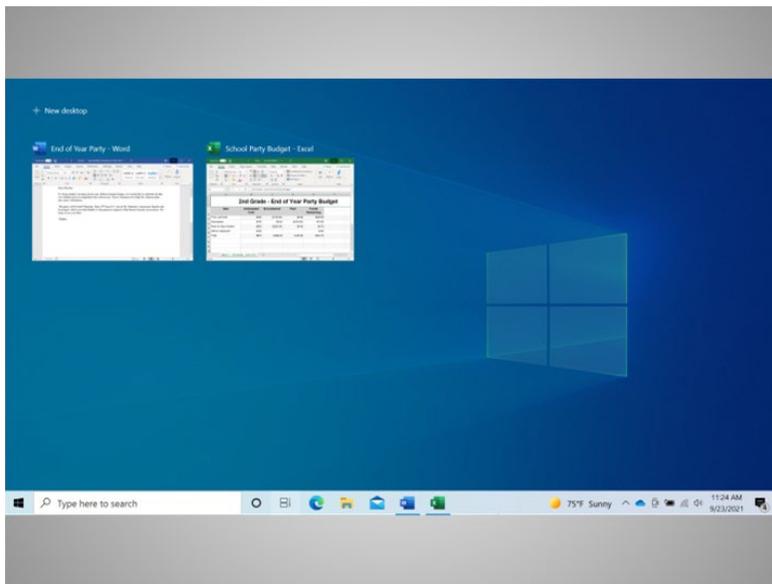


Clicking the task view button in the task bar displays all the windows that are currently open. From the task view, Celine can close or select an application.
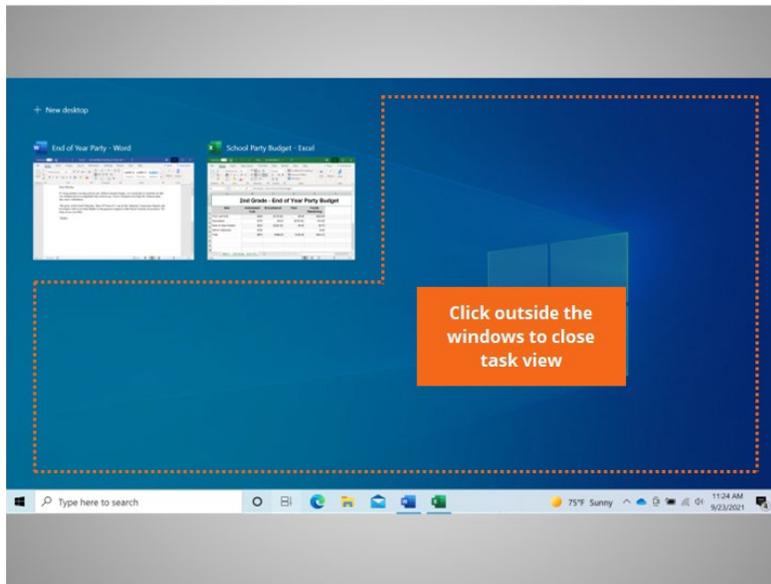
To exit this view, just click outside the windows…
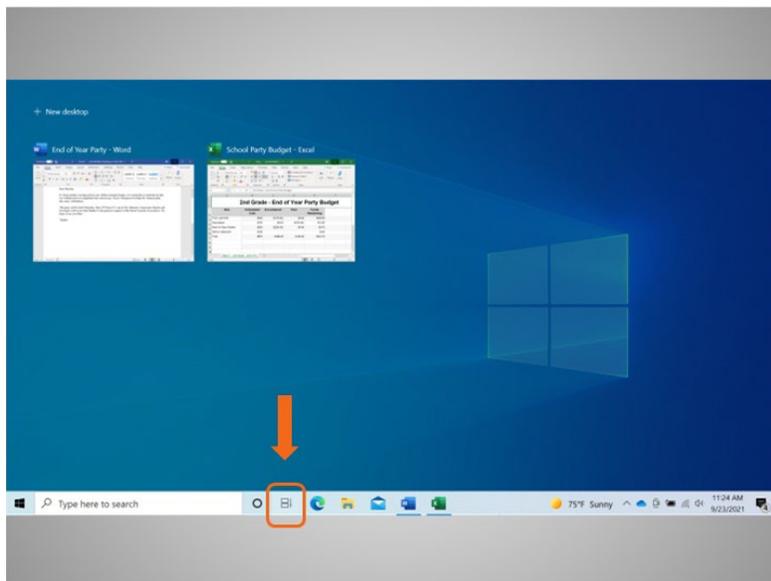


or click on the task view buttons again, like a toggle switch.

In this lesson, Celine learned how to open and view applications using windows. In the next lesson, she'll learn how to save and close files she creates within an application.

# Saving and Closing Files
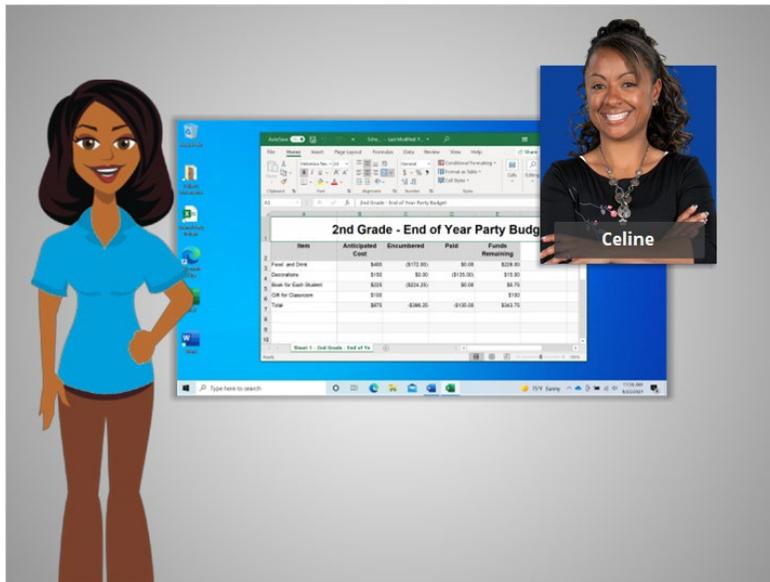


In the previous lesson Celine learned how to find and open files on the computer.

Occasionally, while you are working on a file, or before you close it, you will want to save your work. In today's lesson Celine will learn how to Close a file and Save her work using Microsoft Excel within the Windows 10 operating system.
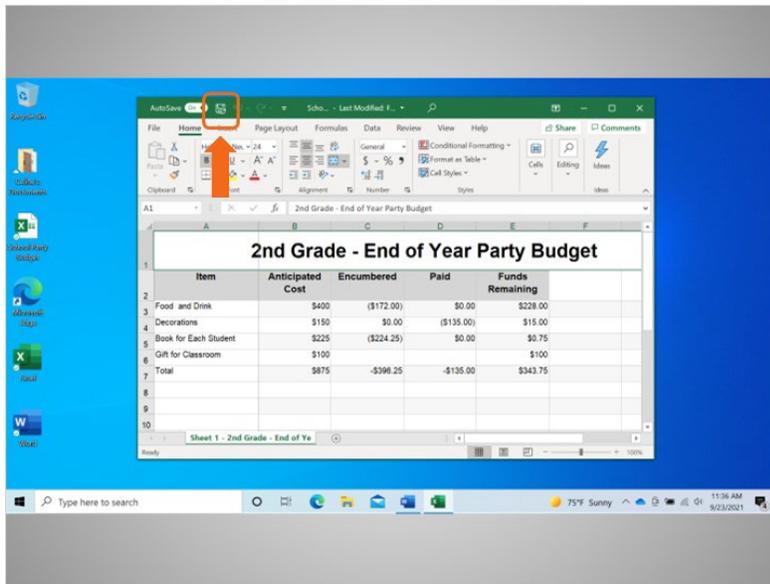
Celine has finished working in this Excel document and wants to save her work. Celine saved this file before and would like to keep the same name and location of the file. So, she clicks the Save option which is in the Toolbar.
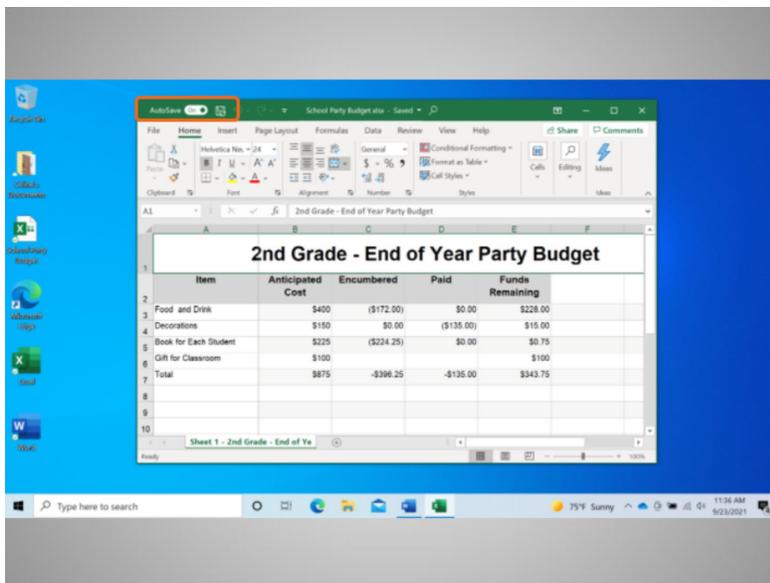


Newer versions of Microsoft products of Excel save your file automatically, every few seconds, as you work.
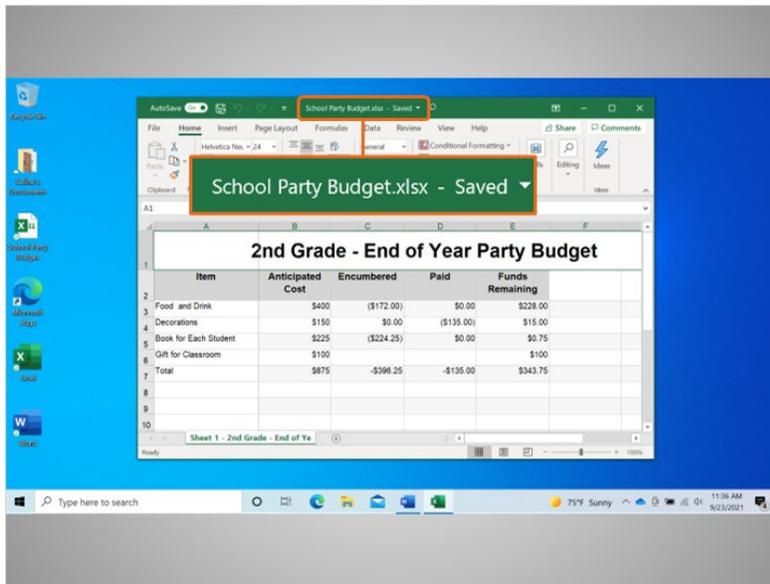
The tool bar will show you the saved status of the document.
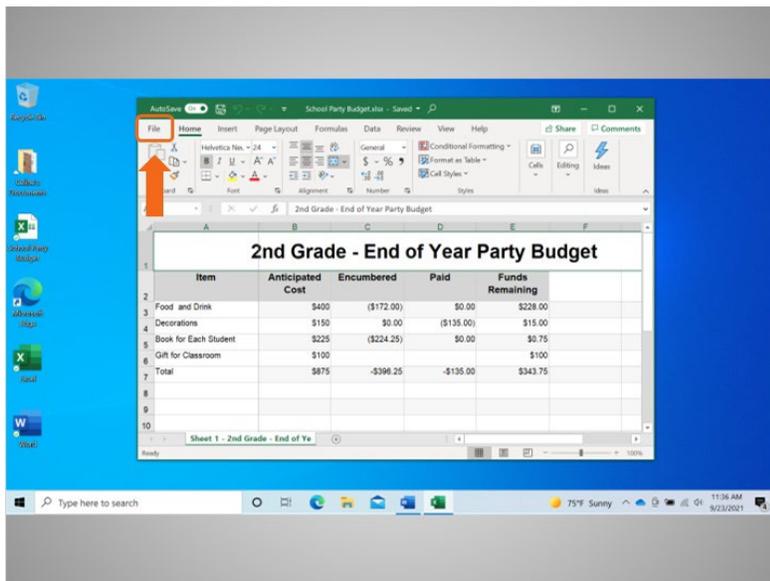


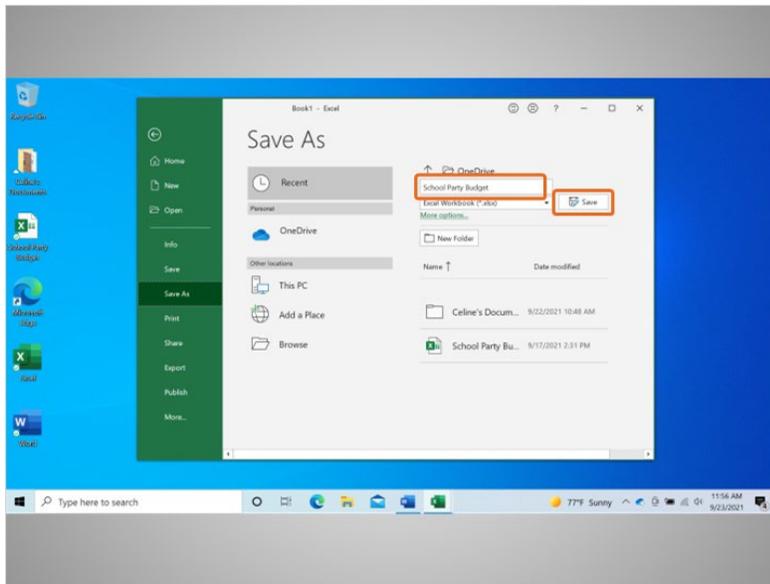If this is the first time you are saving the file, click File…
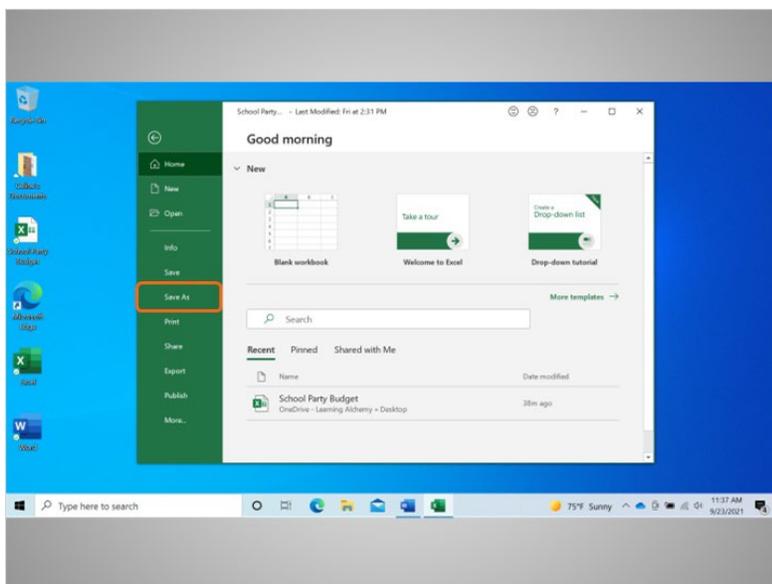
and select Save As.
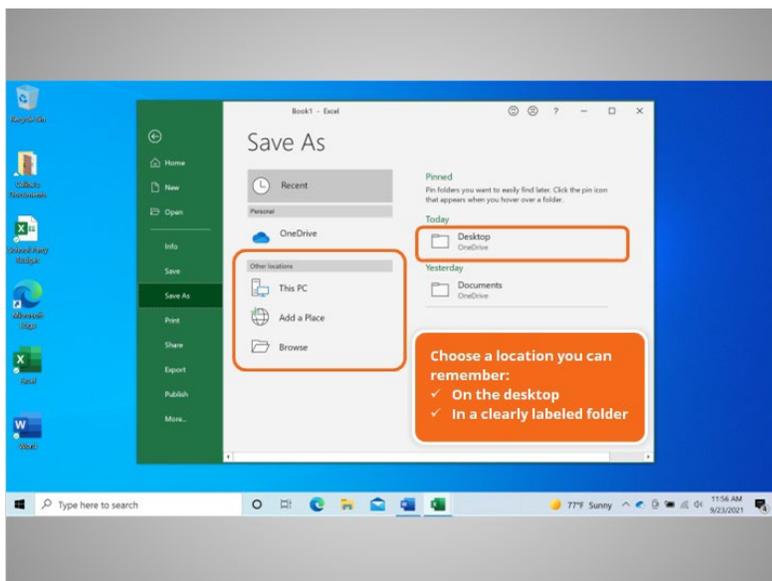


A "Save As" window will open. This allows you to select where the saved file will be located on your computer, and to enter a name for the file.

Celine is going to save the file to the desktop.

You can also use the navigation pane on the left to choose a different location for your file. Be sure to choose a location you can remember easily such as on the desktop or in a clearly labeled folder.

Celine enters a file name here, then clicks the Save button.
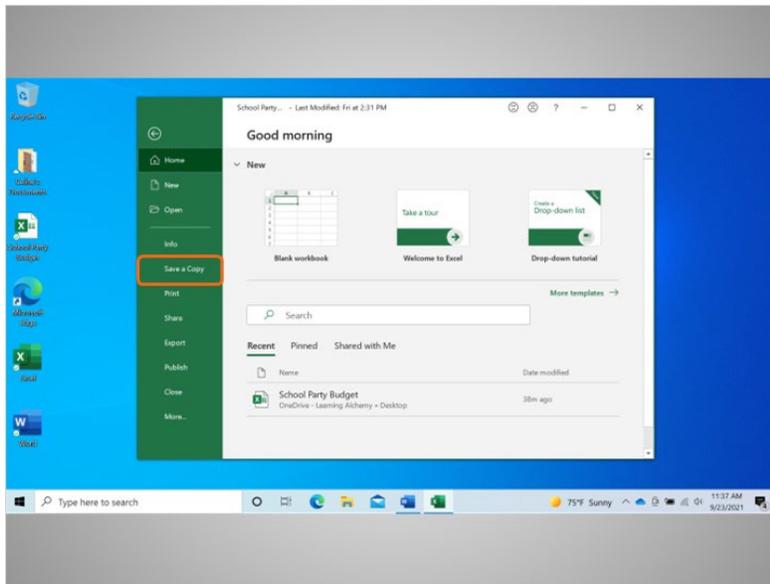
If Celine wants to save the file to a different location on her computer, she would click on Save a Copy.
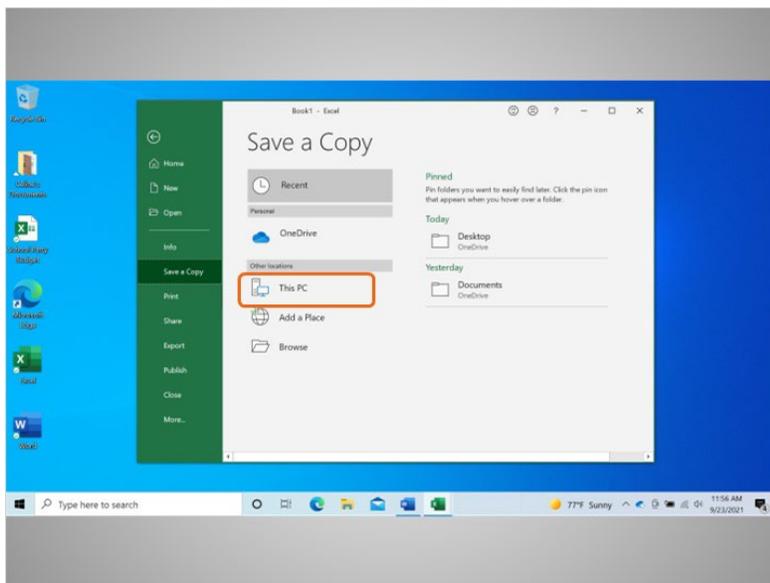


A "Save a Copy" window opens. This allows Celine to select where the saved file will be located on the computer. Celine wants to save the file to the Documents folder, so she clicks on This PC.
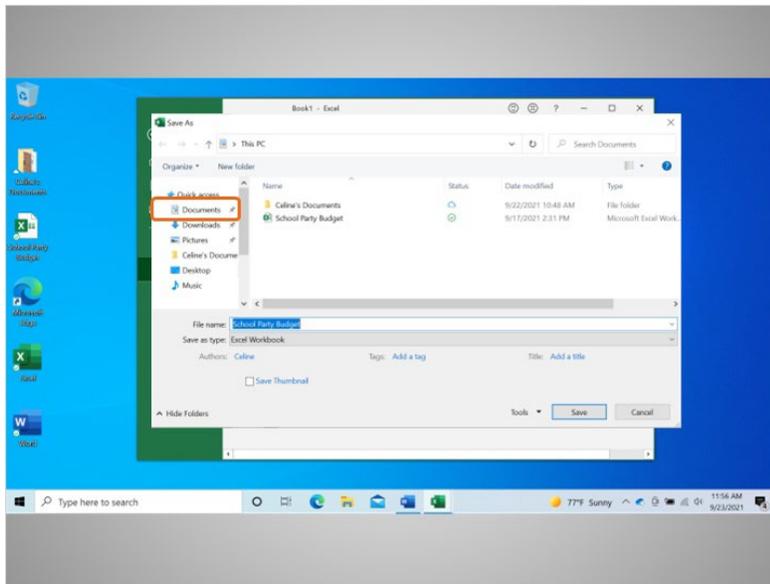
The Save As folder opens. Because Celine wants to save the file to the Documents folder, she clicks on the Documents icon on the left-hand menu.
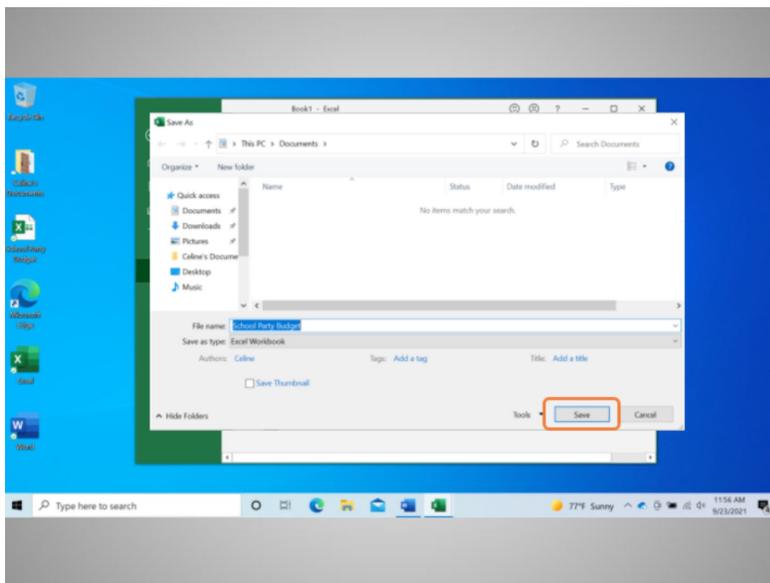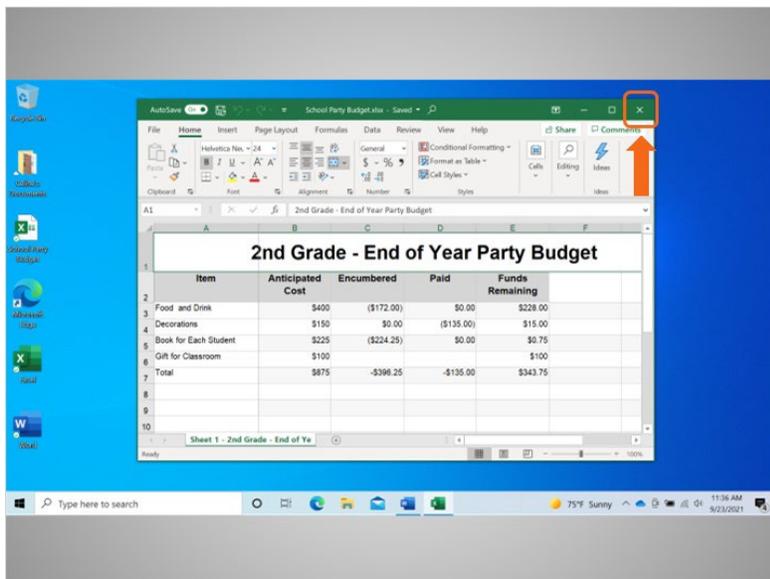


Celine does not want to change the File Name, so she clicks Save…
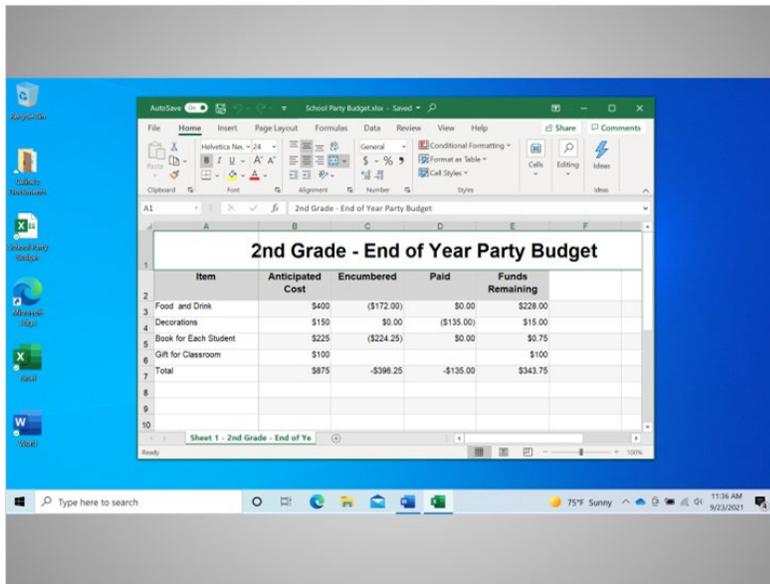
and the file is now saved to the new folder.

If you use a public computer, there may be restrictions on where you can save files. Using a USB or flash drive is a common way to save your files when using a public computer.



Celine is done with the budget spreadsheet and wants to close it now. To do this, she needs to click the X in the title bar. Excel will automatically save the file before the file is closed.
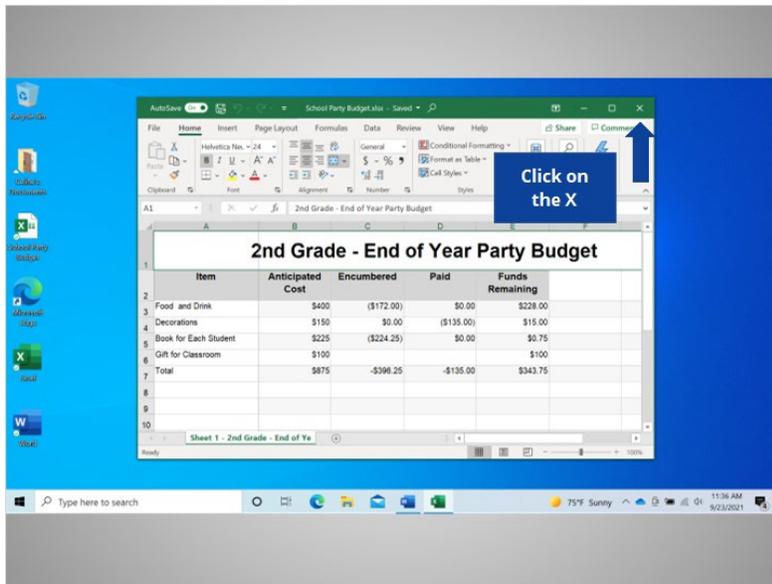
Would you help Celine out, and click the X to close the file?
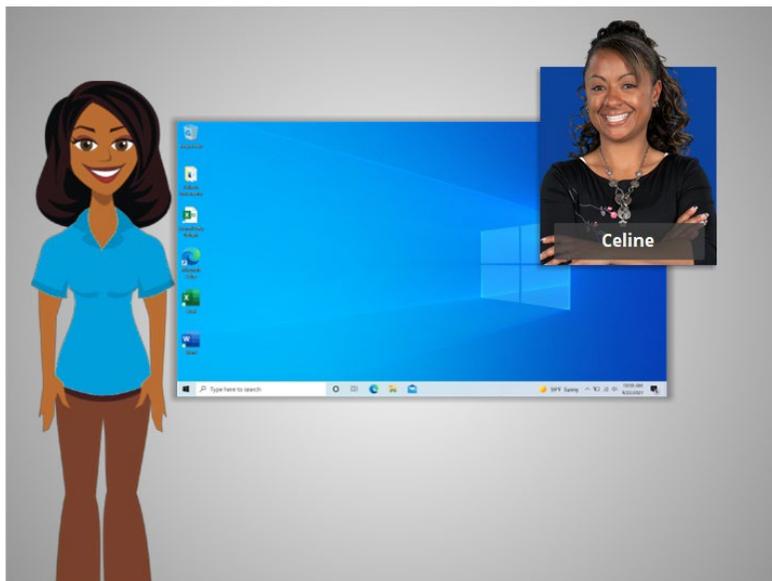


Good job!

In this lesson Celine learned how to close a file and save her work. In the next lesson Celine will learn how to delete files in Windows 10.

# Deleting Files



In the last lesson Celine learned how to save her work and close a file.

In today's lesson Celine is going to learn how to delete a file she no longer wants to keep within the Windows 10 operating system.
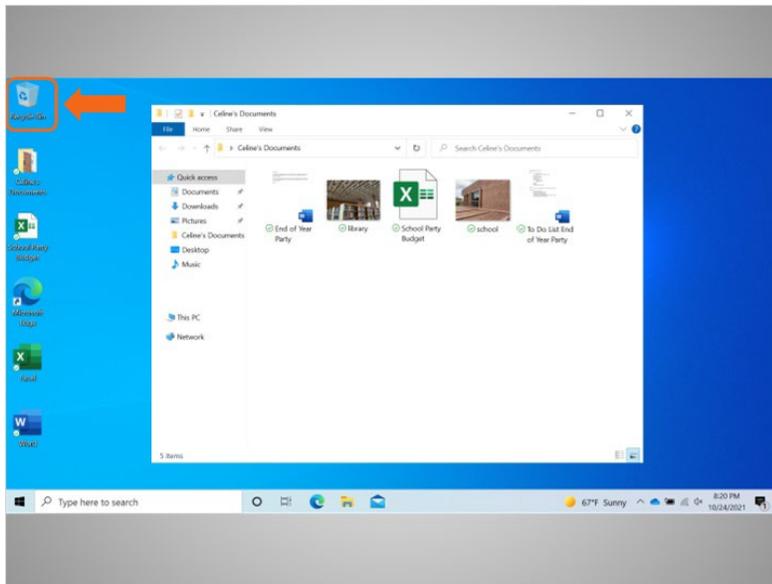
Celine has her documents folder open on the desktop. To delete files, Celine uses the Recycle Bin, which is located on the desktop.
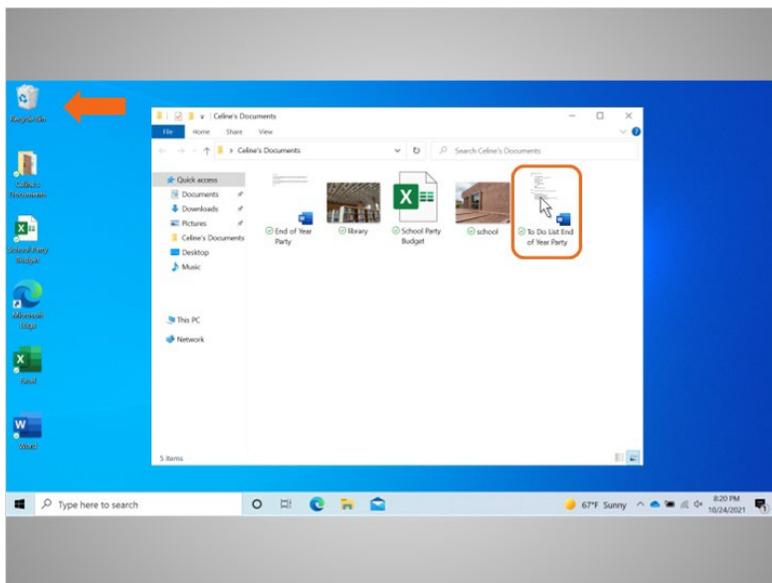


To delete a file, Celine moves her cursor to the file she wants to delete, clicks and holds down the left mouse button to select the file and drags it to the Recycle Bin on the desktop.
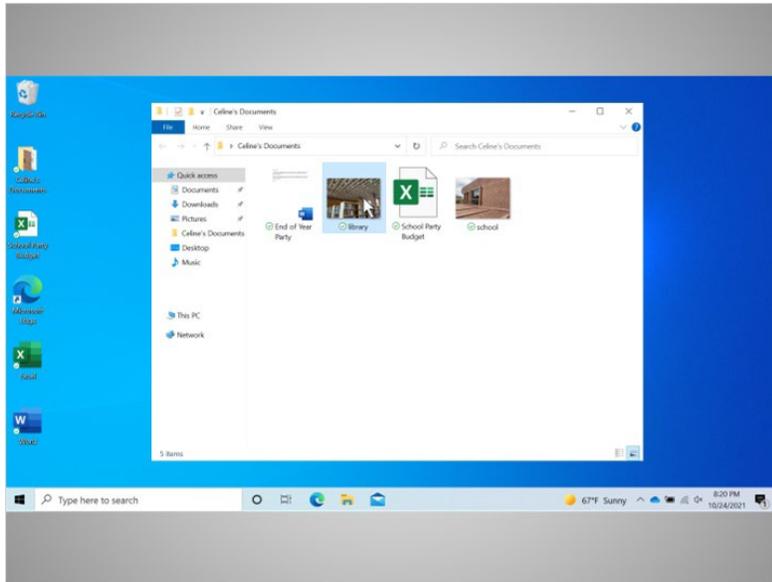
You can also delete a file by clicking once to select it…



…then tapping the Delete key on your keyboard. The Delete button may be in a different location depending on your keyboard.

Now the files are inside the Recycle Bin. The Recycle Bin is a temporary holding place for the files that have been deleted.

Just like a recycle bin in your home, the contents stay in the bin until you empty it and take it out.
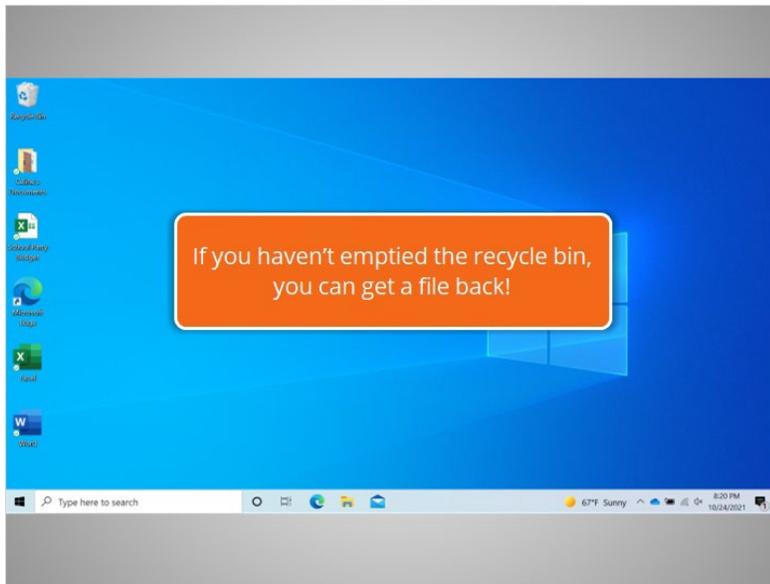
If you move a file to the Recycle Bin and later realize that you want to keep the file, you can still get the file back as long as you haven't emptied the Recycle Bin.

When Celine double clicks on the Recycle Bin icon, …
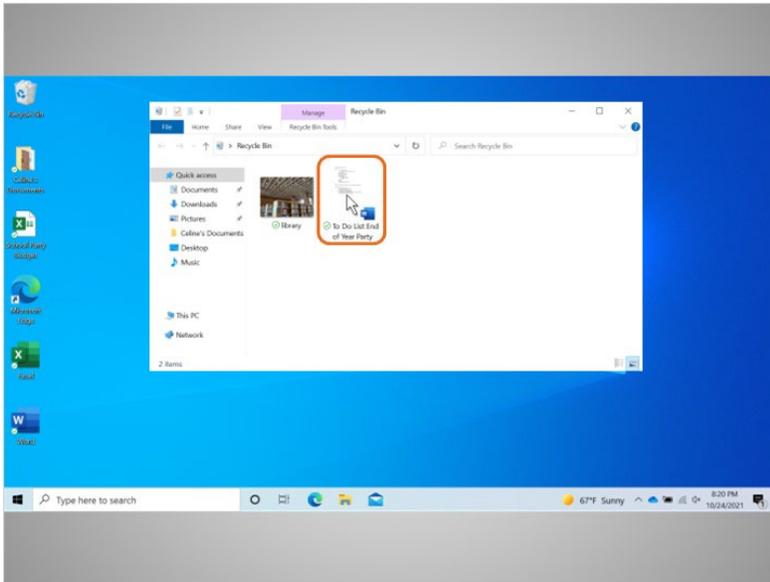
… a window opens that lists the files.

To keep a file after placing it in the recycle bin, left click on the file and hold the mouse button down while dragging the file to the desktop or other location where you want to keep it.
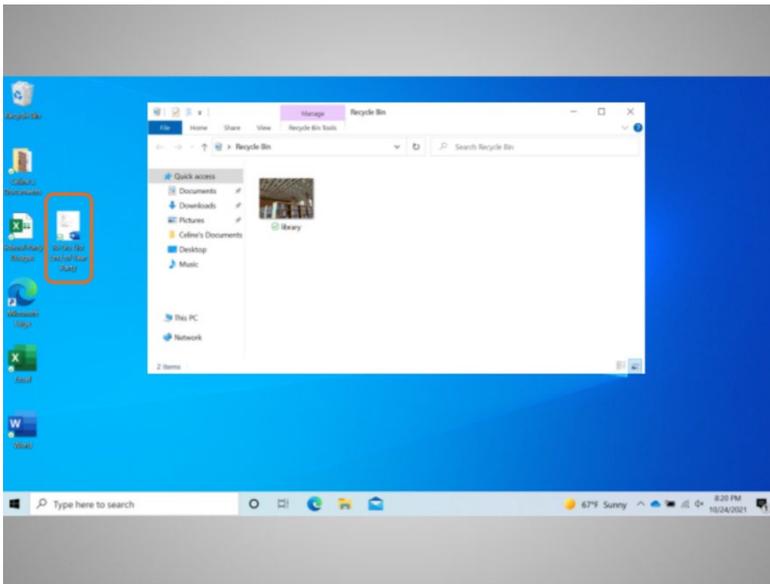


In this case Celine moved the file to the desktop.
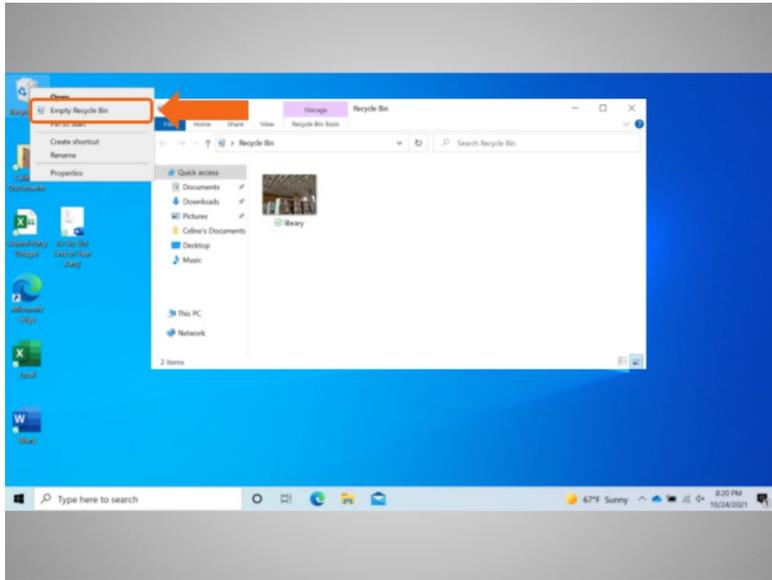
When you are certain that you are done with everything in the Recycle Bin, you can empty it to permanently delete those files. One way to empty the Recycle Bin is to move your cursor over the Recycle Bin icon, then right click on your mouse.

In the menu that appears, you would click on "Empty Recycle Bin."
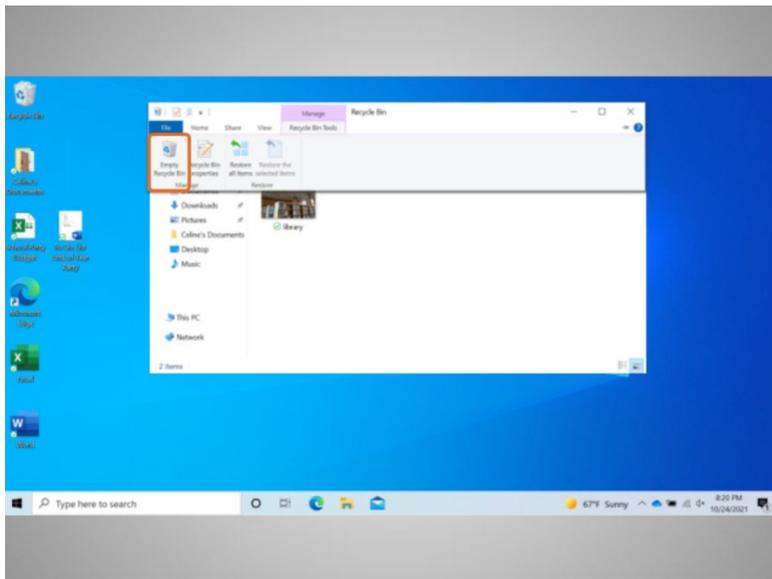


Celine can also empty the Recycle Bin from the Recycle Bin folder. To do this she clicks on the Empty Recycle Bin icon.
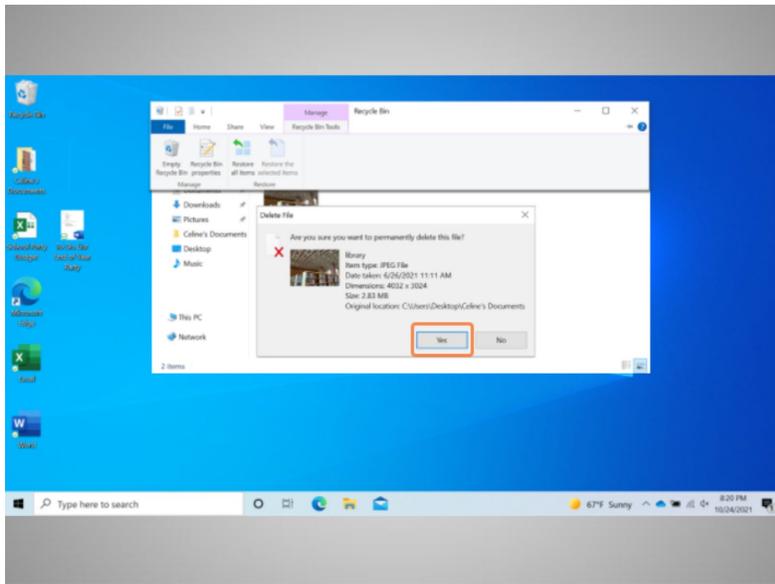
Celine is asked to confirm that she wants to delete the file. She does want to delete the files, so she clicks Yes.

The Recycle Bin is now empty.
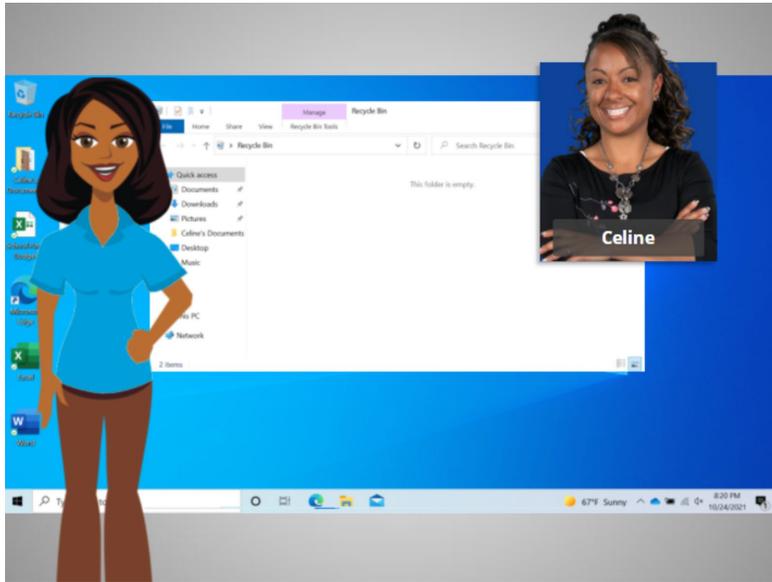
In this course, we've learned the basics of working with the Windows 10 operating system. We've learned to open applications and files, work within Windows, and save and delete files.

Why don't you try exploring some of the features on your own!

# Practice



In this course, we've learned a lot about how to use a computer. In today's examples, we are using a Microsoft Word and Excel on a Windows 10 operating system to practice what we've learned.

Let's see what you remember.

If Celine wants to open an application on the desktop, what does she need to do? Click the correct answer.



That's right! Celine needs to double-click the icon on the desktop to open the application. Click next to continue.

Celine wants to minimize the window currently open on her screen. What icon would she click to do that? Click on it now. If you need help, click on the Hint button.



That's right! Click next to continue.

Celine wants to close the window currently open on her screen. What icon would she click to do that? Click on it now. Click on the hint button if you need help.
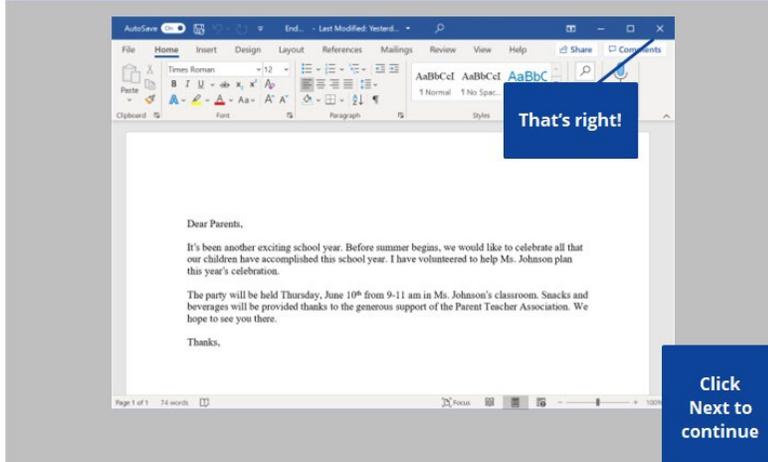


That's right! Click next to continue.

Celine wants to save the document she is working on. What would she click to save the document? Click on it now. Click on the hint button if you need help.
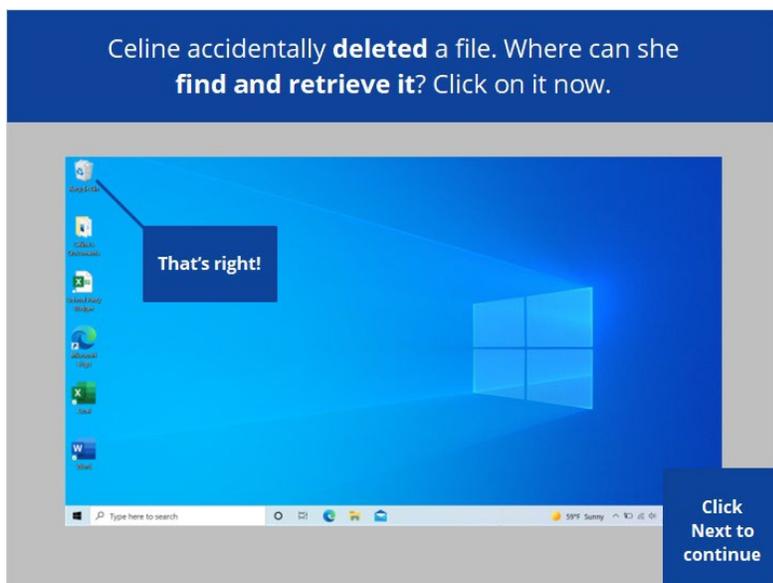


That's right! Click next to continue.
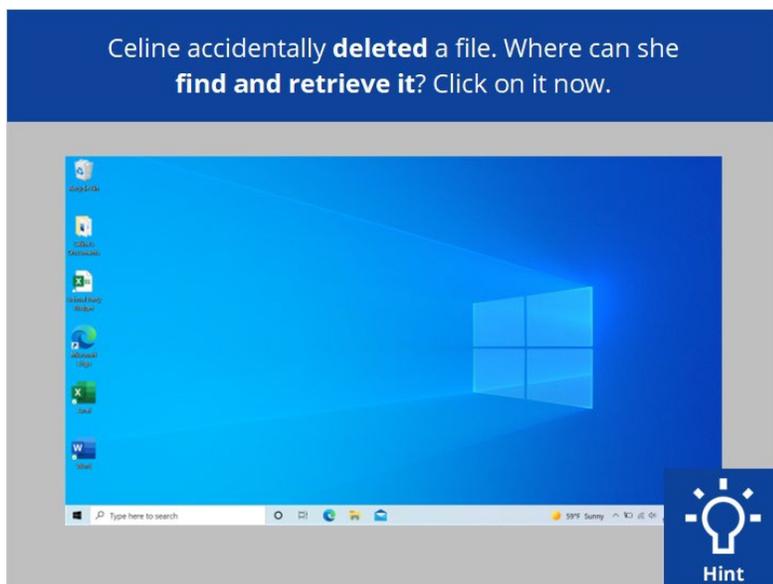
Celine accidentally deleted a file. Where can she find and retrieve it? Click on it now. Click on the hint button if you need help.



That's right! Click next to continue.

In this course we learned how to use a computer that has a Windows 10 operating system. Why don't you try exploring some of these features on your own!