

# **Computer Science Lab**

## **System and Control Department**

### **First Stage**

## **Lab 3**

## **Windows 10 Desktop**

## The Windows 10 Interface

After logging the computer, Windows 10 desktop will be appeared. The Desktop layout is as follows:

1. **Desktop Shortcuts** – Shortcuts to files, folders, and the Recycle Bin (See Figure 1).
2. **The Taskbar** – Like in previous versions of Windows, the *taskbar* provides access to the *Start Menu*, shortcuts to programs, as well as volume and date/time control (See Figure 1).
3. **The Start Button** – Found on the bottom left of your screen, the **Start** button allows you to access computer programs and configuration options such as *Windows Settings* (See Figure 1).
4. **Windows Search** – Allows you to search for programs, folders, and files (See Figure 1).
5. **Task View** – A new feature in Windows 10 that gives you access to a *task switcher* tool as well as a *Virtual Desktop* (See Figure 1).
6. **File Explorer** – Formerly known as *Windows Explorer*, File Explorer is a file manager application that allows you to access files and folders on the computer (See Figure 1).
7. **Taskbar Programs** – Provides quick access to open or pinned programs (See Figure 1).
8. **Volume Adjustment** – Allows you to adjust the computers volume (See Figure 1).
9. **Date/Time** – Access the *Date/Time* options (See Figure 1).



Figure 1 - Windows 10 Desktop

## Opening Programs

The following explains how to open a program in Windows 10:

1. Click the **Start** button.



Figure 2 - The Start Button

2. Click the letter **A**, located on the program list.

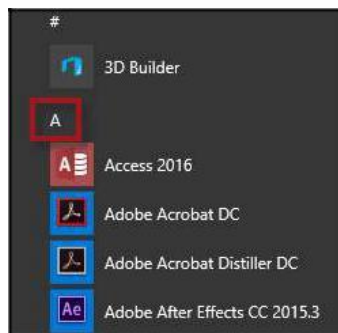


Figure 3 - Click the letter A

3. A list of letters will appear. Click **W** to be taken to those programs that begin with the letter 'W'.

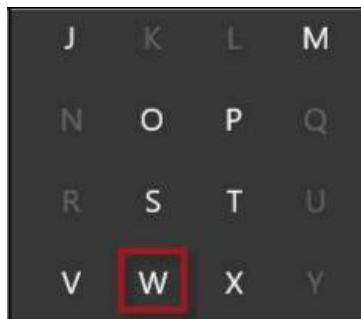


Figure 4 - Click 'W'

4. Click **Word 2016**.



Figure 5 - Click Word 2016

## Searching for Programs

Alternatively, you can search for a program by typing the program name after clicking the *Start* button. The following explains how to search for a program in Windows 10:

1. Click the **Start** button.



Figure 6 - Click the Start Button

2. **Begin to type the name of the program that you wish to open. For example, Word 2016**
3. A list of programs will appear. Click **Word 2016**.



Figure 7 - Click Word 2016

## The Windows Taskbar

The Taskbar is located along the bottom frame of the monitor. With it, you can access the **Start** button, view running programs, and view the date/time and volume adjustment features.

### Organizing the Taskbar

The following explains how to rearrange buttons on the taskbar:

1. Click and hold the **program** that you wish to move.



Figure 8 - Click the button

2. Drag the **program** to a different location on the taskbar.



Figure 9 - Drag the button

3. Drop the **program** by releasing the mouse.



Figure 10 - Dropping the program

## Pinning a Program to the Taskbar

You may pin programs to the taskbar. In doing so, these programs will remain on the taskbar even when they are not open. The following explains how to pin programs to the taskbar:

1. Click the **Start** button (See Figure 11).
2. Navigate to the **program** that you wish to pin to the taskbar (See Figure 11).
3. Right-click the **program** that you wish to pin to the taskbar (See Figure 11).
4. Click the **More** button (See Figure 11).
5. Click **Pin to Taskbar** (See Figure 11).



Figure 11 - Pinning Programs

## Removing a Program from the Taskbar

You may also remove programs from the taskbar if so desired. The following explains how to do so:

1. Click the **Start** button.
2. Right-click the **program** that you wish to remove from the taskbar (See Figure 12).
3. Click **Unpin from Taskbar** (See Figure 12).

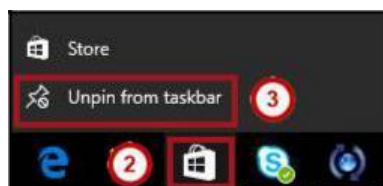


Figure 12- Unpin from the Taskbar

## Date Time

You may also access the Date/Time tool on the taskbar as you would in Windows 7. Here, you can quickly view a calendar as well as adjust the date/time.

### Viewing the Date/Time

The following explains how to access Date/Time on the *Windows Taskbar*:

1. Click **Date/Time**, located on the bottom right corner of the taskbar.



Figure 13 - Click Date/Time

2. The **Date/Time** window will appear.

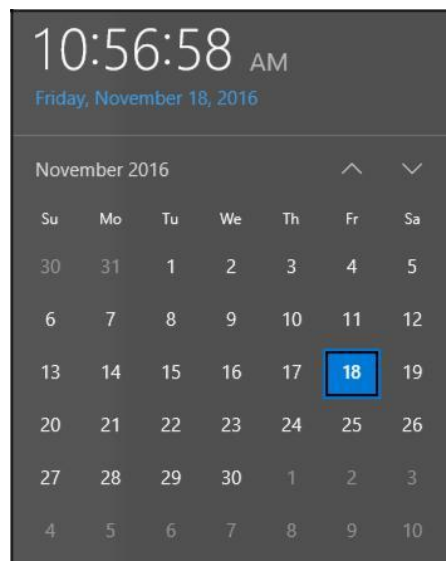


Figure 14 - Date/Time Window

## Adjusting Date/Time

Though your computer should automatically be synced so that the date/time is accurate, you do have the ability to adjust certain date/time features. The following explains how adjust the date/time:

1. Right-click the **Date/Time**, located on the bottom right corner of the taskbar.
2. Click **Adjust Date/Time**.

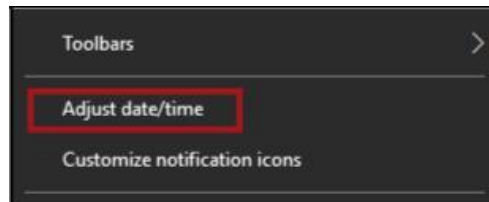


Figure 15 - Adjust date/time

3. The *Date/Time* window will open.

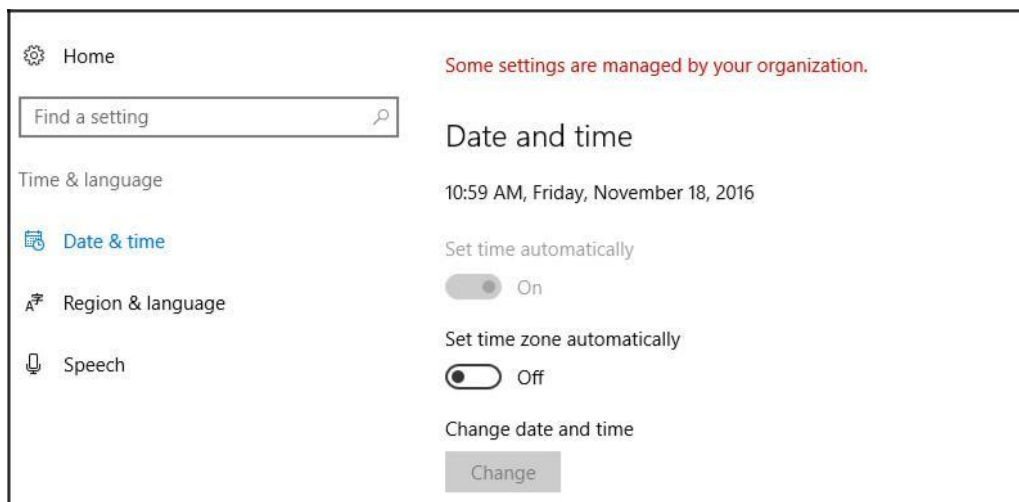


Figure 16 - Date/Time Window

**Note:** Some Date/Time settings are managed by the system administrator.

## Adjusting Volume

The **Volume Adjustment** icon is located on the bottom right corner of the *taskbar*. By clicking on the icon, you will have the ability to adjust the **computers volume** **dragging the lever to the left or right**.



Figure 17 - Volume Adjustment

## Personalizing the Desktop

Like in Windows 7, you have the ability to customize your desktop. For example, you can add shortcuts, create folders, change your desktop background, and change your screensaver if so desired.

### Adding Shortcuts

The following explains how to create desktop shortcuts:

1. Click the **Start** button.
2. Navigate to and right-click the **program** that you wish to create a shortcut for (See Figure 18).
3. Click **More** (See Figure 18).
4. Click **Open File Location** (See Figure 18).



Figure 18 - Opening File Location

5. The *file location* window will appear. Right-click the **program icon** (See Figure 19).
6. Click **Create Shortcut** (See Figure 19).

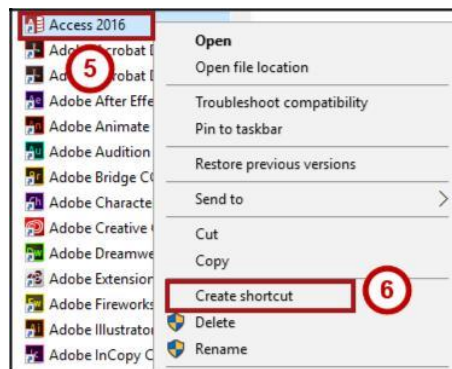


Figure 19 - Creating Shortcuts

7. The *Shortcut* pop-up will appear, asking if you wish to place the shortcut on the desktop. Click **Yes**.

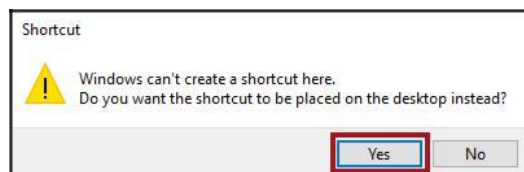


Figure 20 - Click Yes

8. The shortcut will be added to the desktop.



## Deleting Shortcuts

The following explains how to delete shortcuts from the desktop:

1. On the *desktop*, right-click the **shortcut** that you wish to remove.
2. Click **Delete**.



Figure 21 - Click Delete

3. If you are deleting a shortcut for a program that originally came on the desktop, you will be prompted to provide administrator permission to delete the file. Click **Continue**.

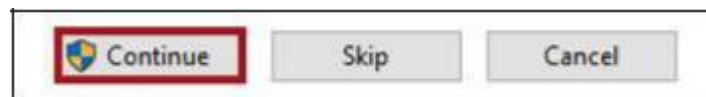


Figure 22 - Click Continue

4. The *Delete Shortcut* window will appear. Click **Yes** to confirm deletion of the shortcut.



Figure 23 - Click Yes

5. The shortcut will be removed.

## Creating Folders on the Desktop

The following explains how to create folders on the desktop:

1. Right-click the **desktop**.
2. Select the **New** icon.

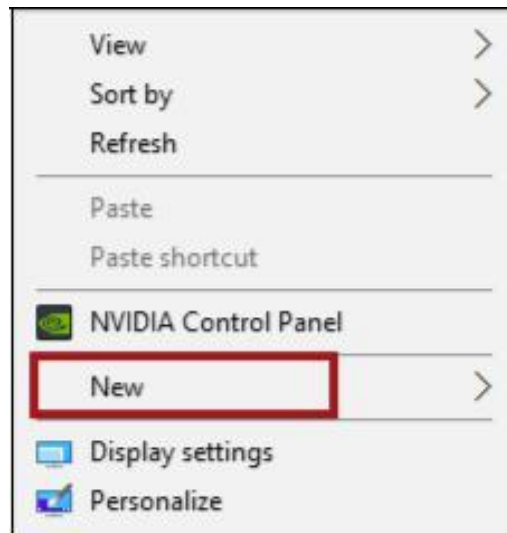


Figure 24 - Click New

3. Click **Folder**.

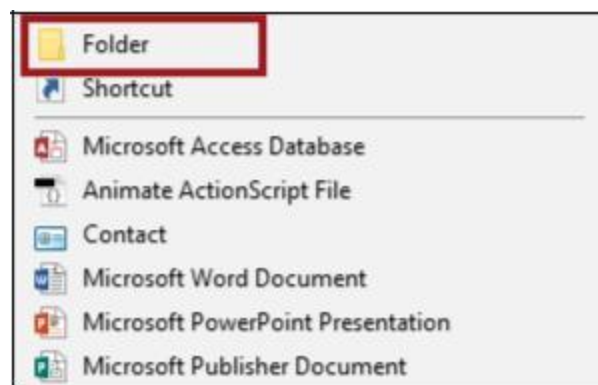


Figure 25 - Click Folder

4. A new folder will appear on the desktop. Enter your preferred name for the folder and press the **Enter** key.



## Changing the Desktop Background

The following explains how to change the desktop background in Windows 10:

1. Right-click the **desktop**.
2. Click **Personalize** in the window that appears.

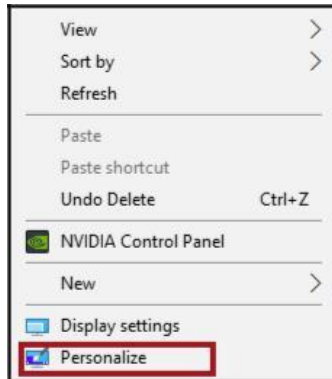


Figure 26 - Click Personalize

3. You will be taken to the *Personalize Desktop* window. Here, you may toggle the type of desktop background in the **Background** drop-down. If you wish to select a different picture, you can choose from the *Choose your picture* fields.

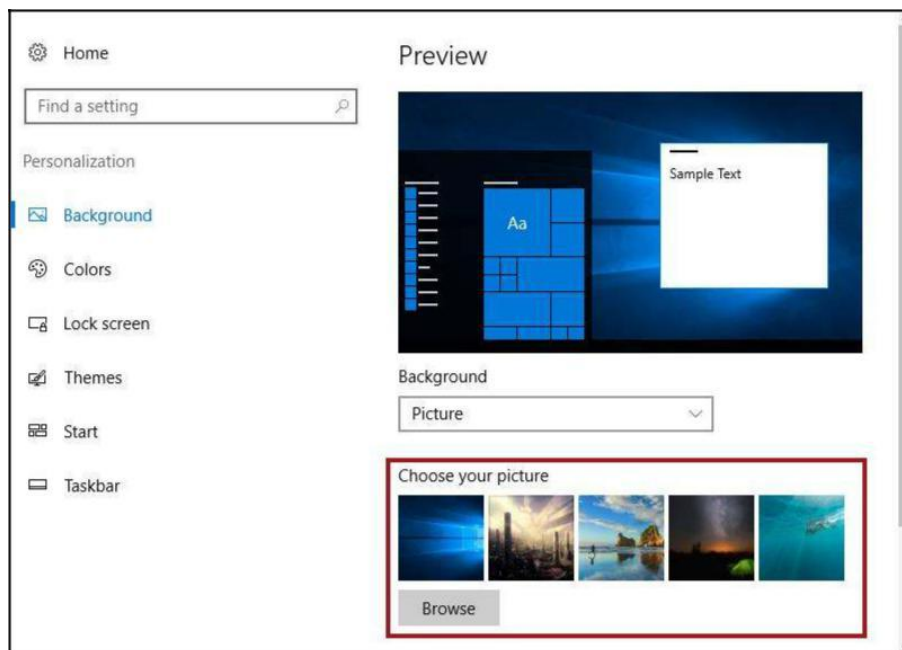


Figure 27 - Choose Your Picture

4. The desktop background will be changed. Click **X** to close the window.



Figure 28 - Click Close

## Changing the Screen Saver

Windows comes with several screen savers. These screen savers may appear when your computer goes idle. The following explains how to change your screensaver in Windows 10:

1. Right-click the **desktop**.
2. Click **Personalize** in the window that appears.

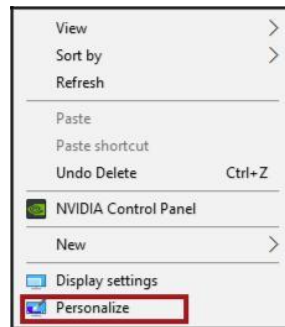


Figure 29 - Click Personalize

3. In the *Settings* window, click **Lock Screen**.

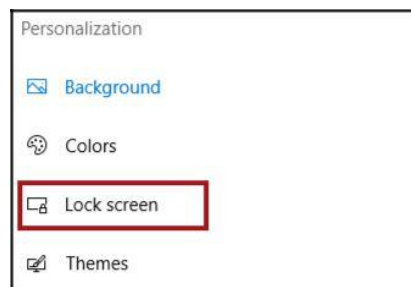


Figure 30 - Lock Screen

4. Click **Screen saver** settings, located at the bottom of the window.

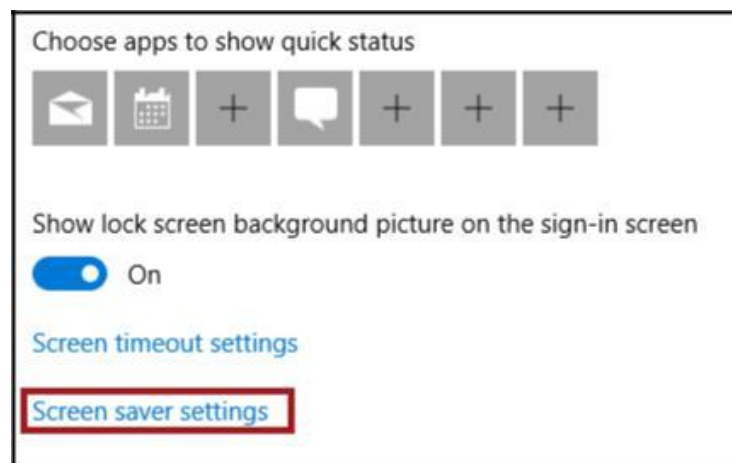


Figure 31 - Screen saver settings

5. The *Screen Saver Settings* window appears. From here, you may select your preferred screen saver and set the amount of time that your screen saver appears after being idle.



Figure 32 - Screen Saver Savings

6. Click **Apply** to apply your settings.

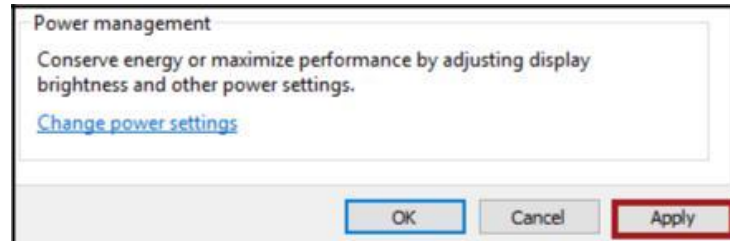


Figure 33 - Click Apply

7. Click **OK**.

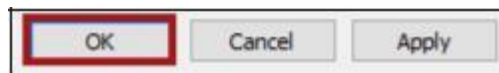


Figure 34 - Click OK

8. Click the **Close** button to close the window.

## Changing Screen Resolution

Windows chooses the best display settings, including screen resolution, refresh rate, and color, based on your monitor. The following explains how to adjust the screen resolution in Windows 10:

1. Right-click the **desktop**.
2. Click **Display Settings**.

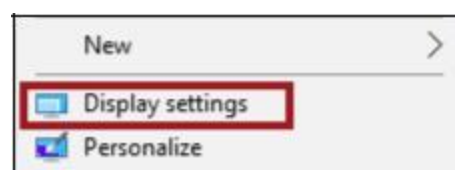


Figure 35 - Display Settings

3. To adjust the screen resolution, select the **resolution** from the *Resolution* drop-down menu (See Figure 36).
4. Click **Apply** (See Figure 36).

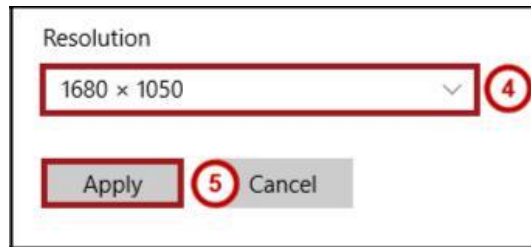


Figure 36 - Changing Screen Resolution

5. To keep the changes, click **Keep Changes**.



Figure 37 - Keep Changes

6. Click **Close** to close the window.

## Discussion:

1- List the features of windows 10 operating system?

2- What is the purpose of using screen saver?