Windows 10 Intermediate

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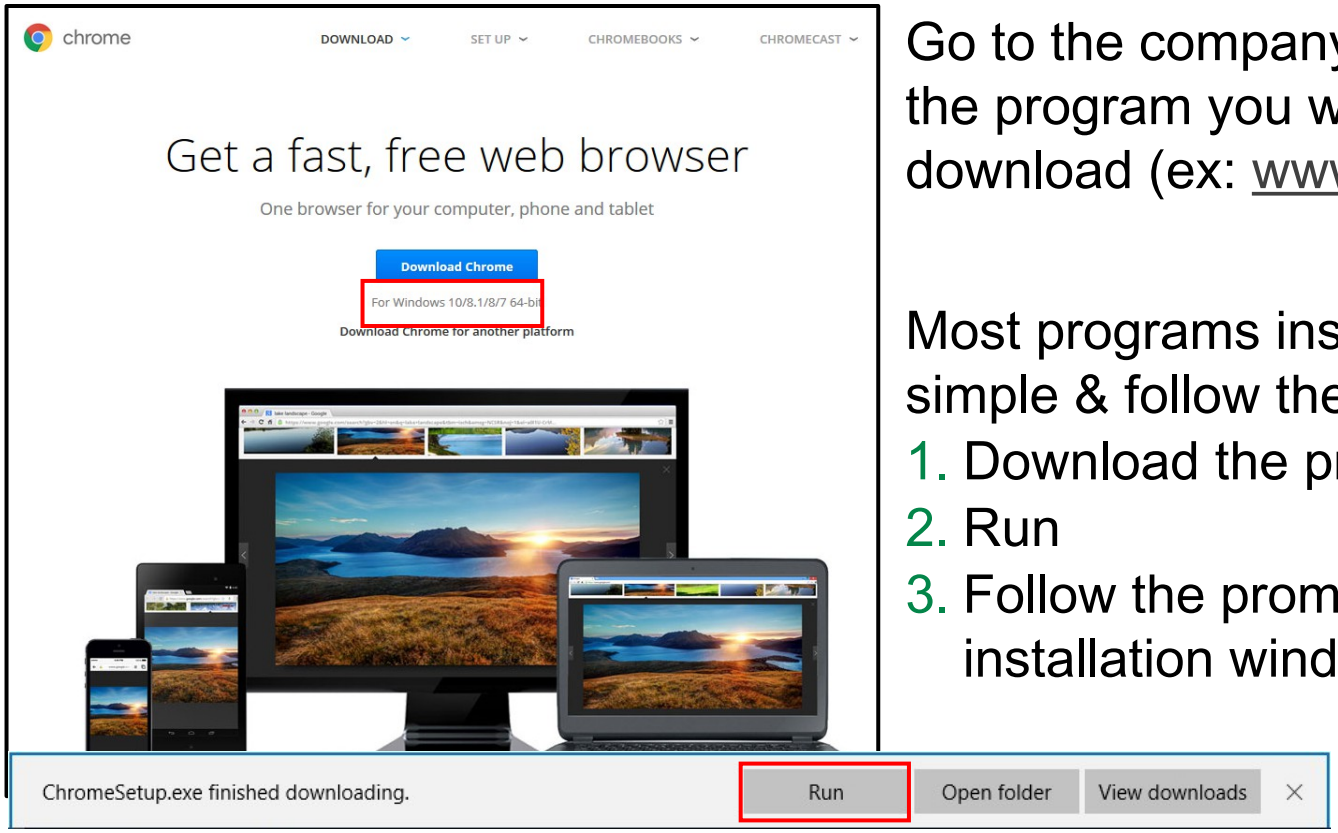
Information Services Librarian
Gail Borden Public Library

Agenda

- Installing programs
- Adding desktop icons/shortcuts
- Settings
- Task Manager
- Windows Defender
- Uninstalling programs

Installing Programs

Installing Programs

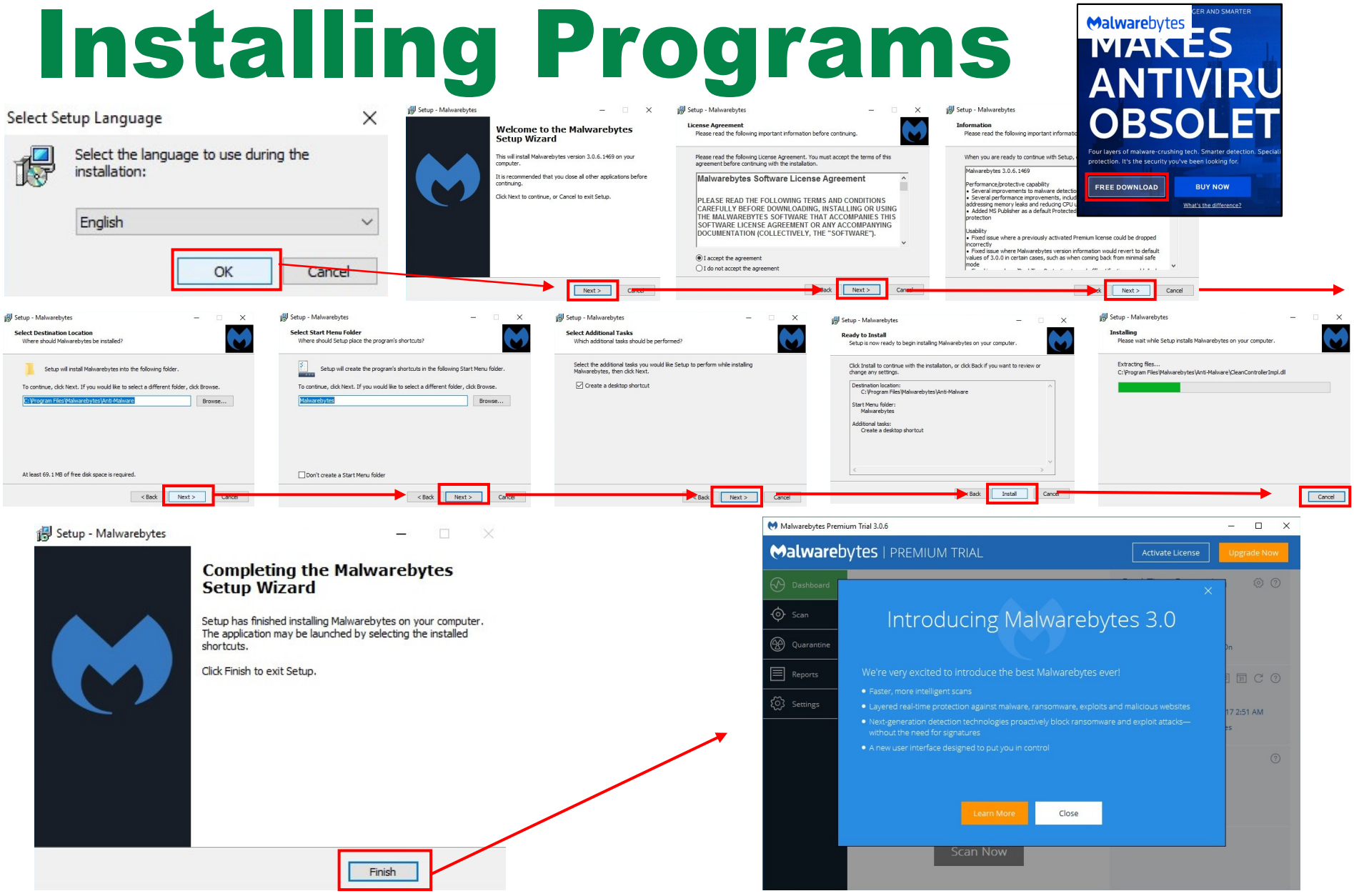


Go to the company's website for the program you wish to download (ex: www.opera.com)

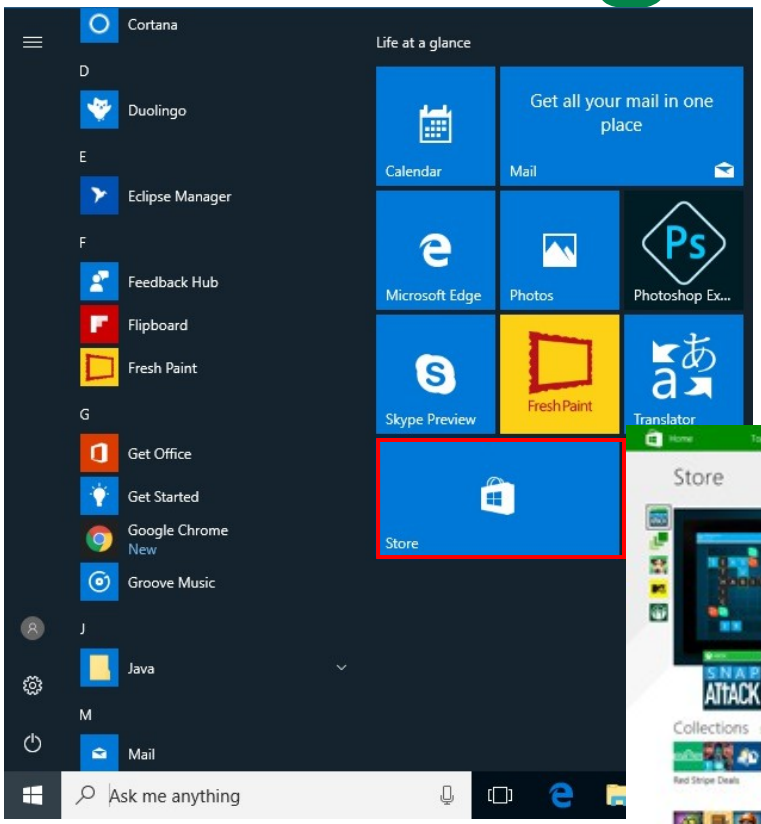
Most programs installations are simple & follow the same basic steps

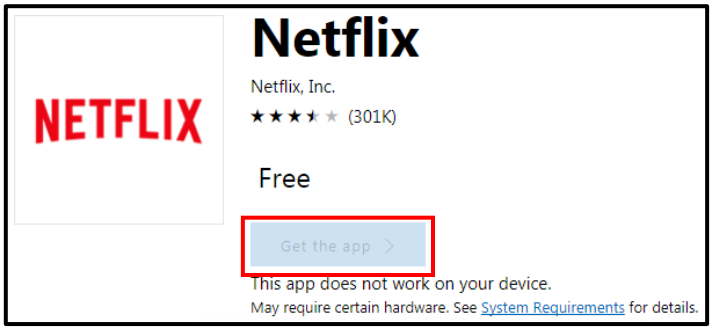
1. Download the program
2. Run
3. Follow the prompts in the installation window

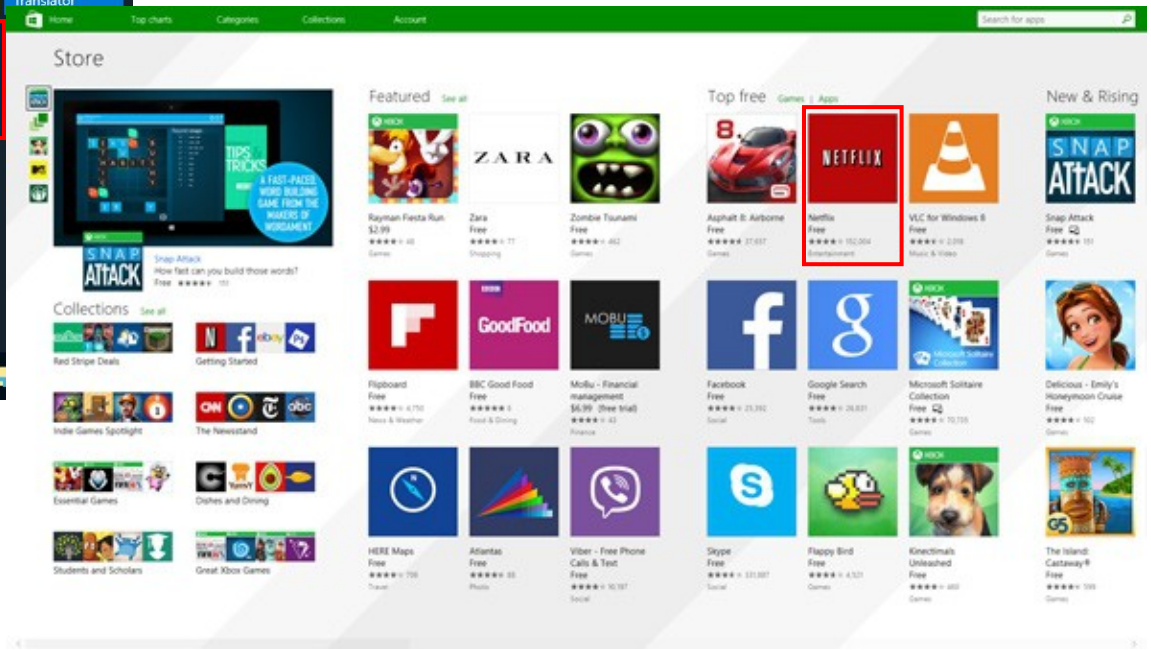
Installing Programs



Installing Programs



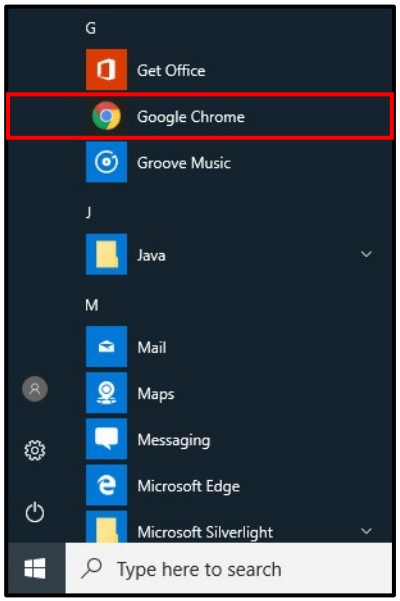


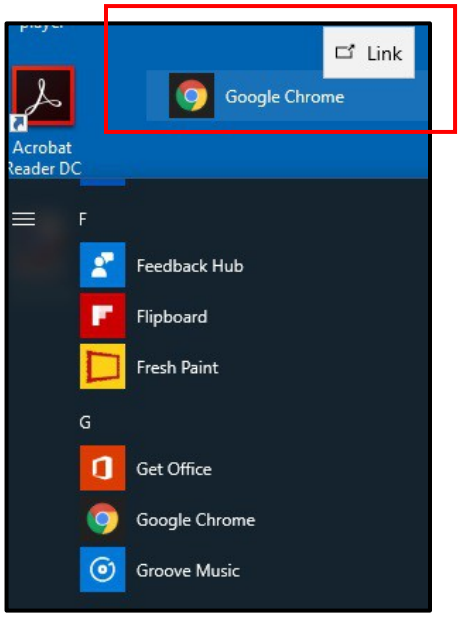


Adding Desktop Icons

Adding Desktop Icons

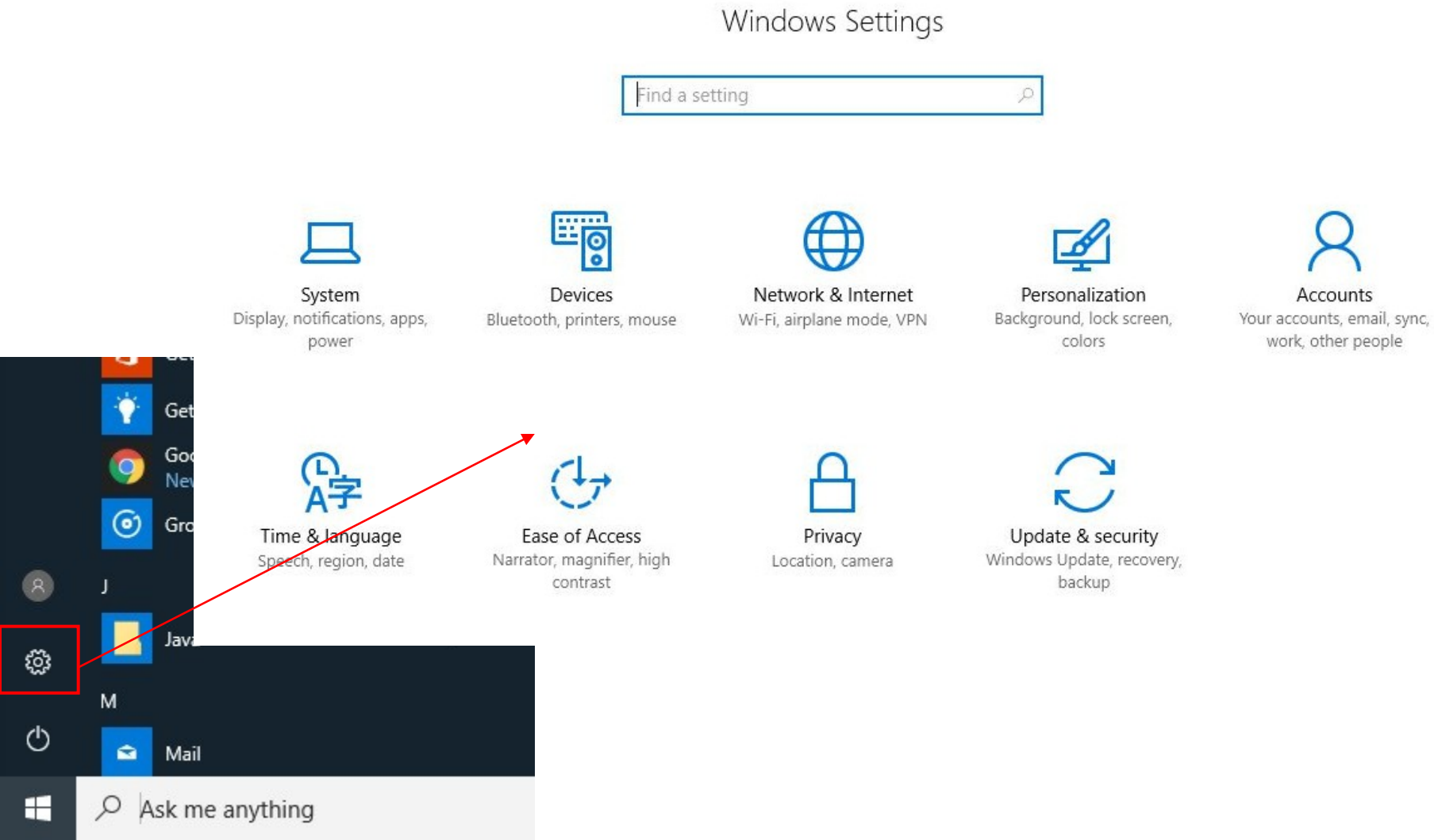
1. Make sure all other windows are minimized or closed so you are looking at the desktop
2. Open the Start Menu
3. Find the app you want to create a shortcut for
4. Click and hold on the app name, then drag it out of the Start Menu and onto the Desktop



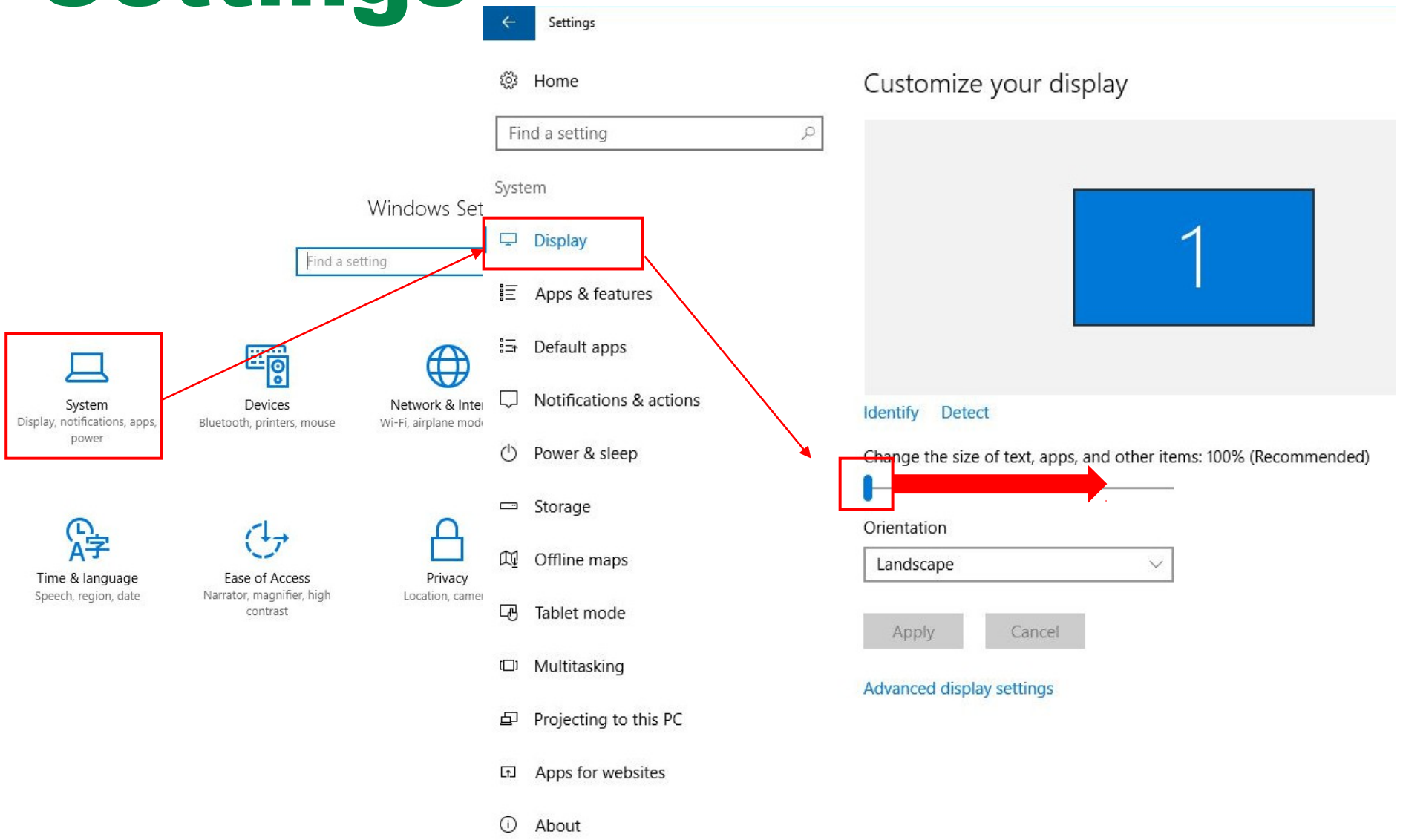


Settings

Settings


Windows Settings
Find a setting
System
Display, notifications, apps, power
Devices
Bluetooth, printers, mouse
Network & Internet
Wi-Fi, airplane mode, VPN
Personalization
Background, lock screen, colors
Accounts
Your accounts, email, sync, work, other people
Time & language
Speech, region, date
Ease of Access
Narrator, magnifier, high contrast
Privacy
Location, camera
Update & security
Windows Update, recovery, backup
J
M
Mail
Ask me anything

Settings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Home
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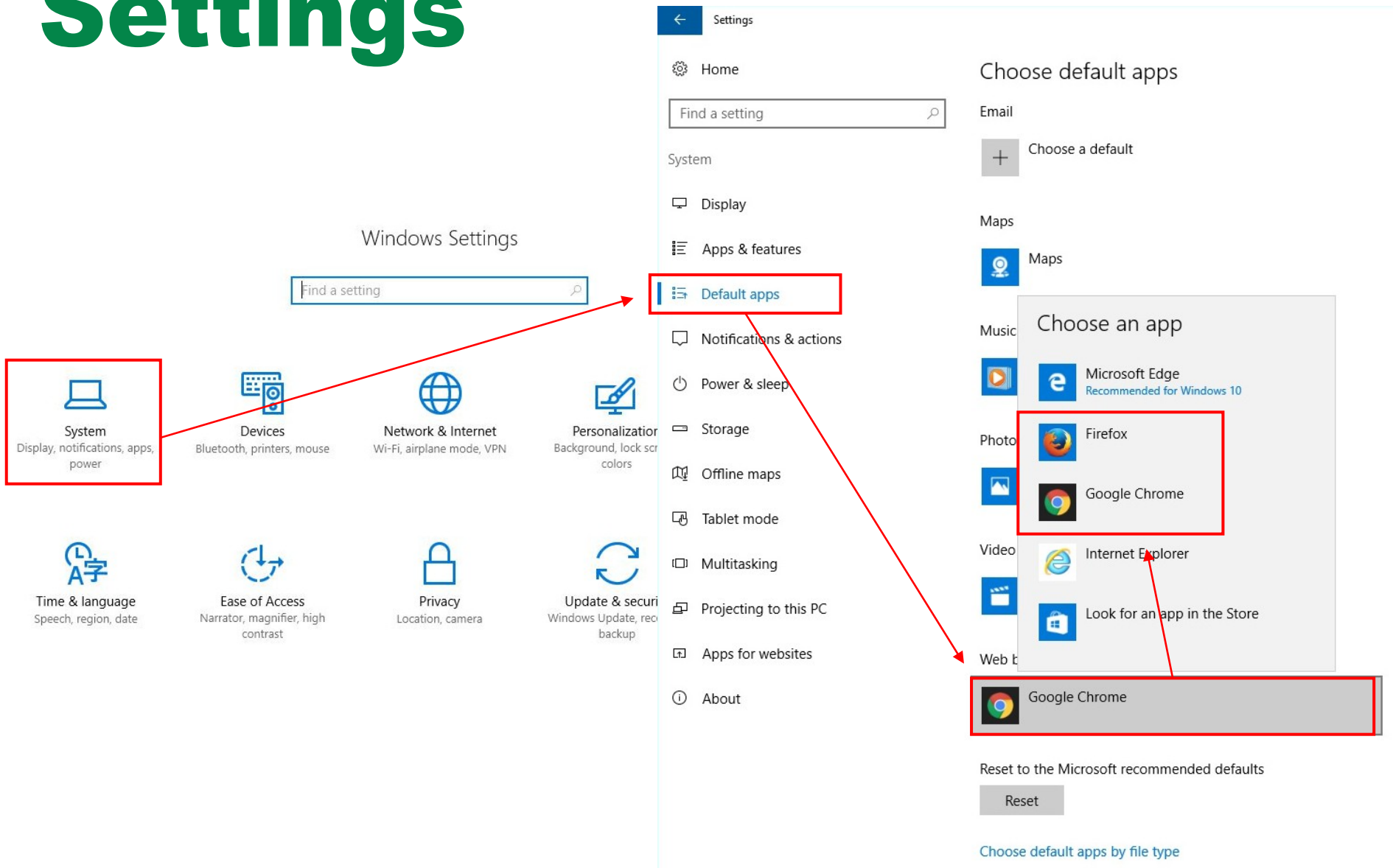
Display
Apps & features
Default apps
Notifications & actions
Power & sleep
Storage
Offline maps
Tablet mode
Multitasking
Projecting to this PC
Apps for websites
About
Customize your display
1
Identify
Detect
Change the size of text, apps, and other items: 100% (Recommended)
Orientation
Landscape
Apply
Cancel
Advanced display settings

Settings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Choose default apps
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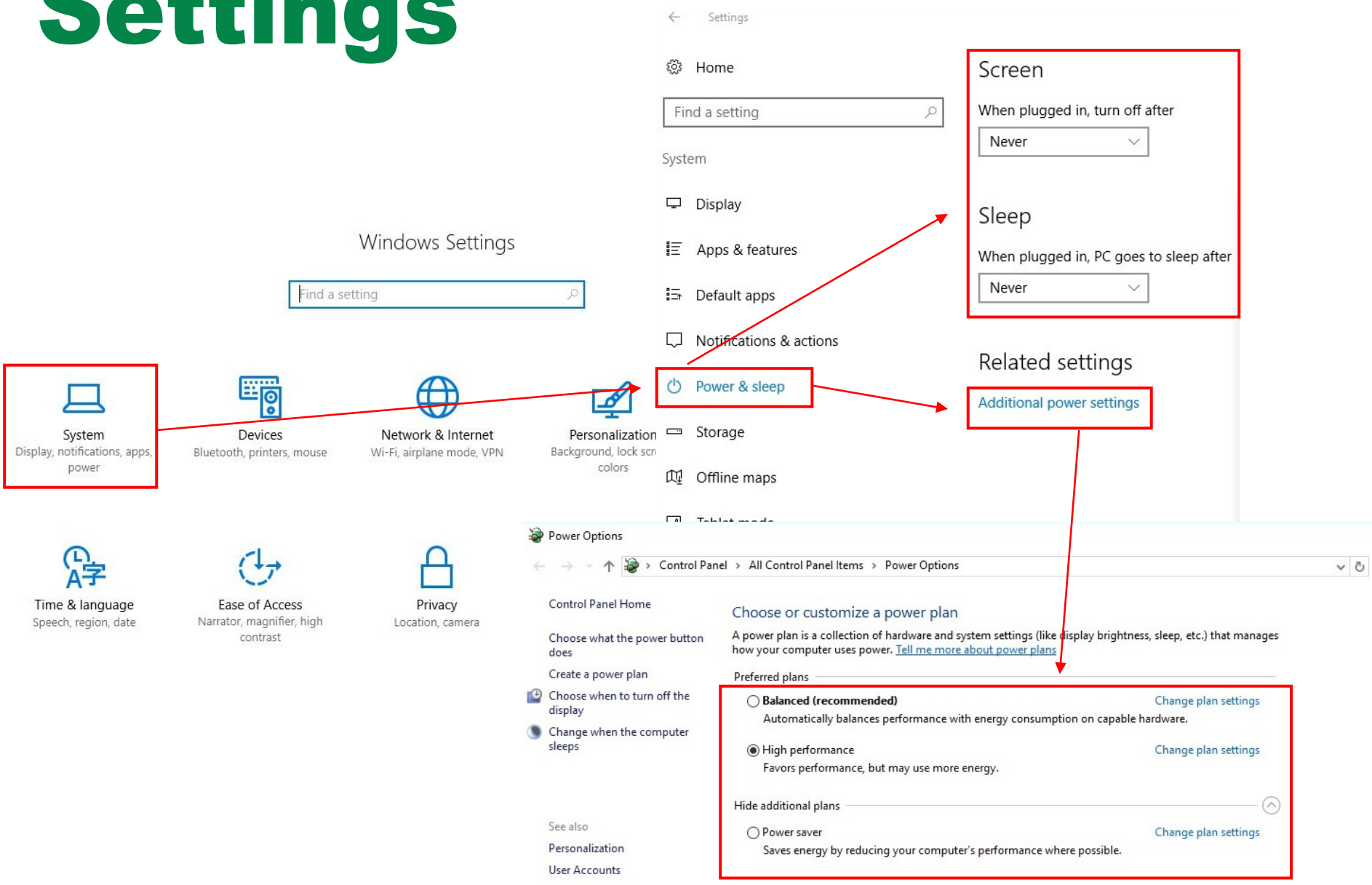
Maps
Maps
Music
Photo
Video
Web b
Choose an app
Microsoft Edge
Recommended for Windows 10
Firefox
Google Chrome
Internet Explorer
Look for an app in the Store
Google Chrome
Reset to the Microsoft recommended defaults
Reset
Choose default apps by file type

Settings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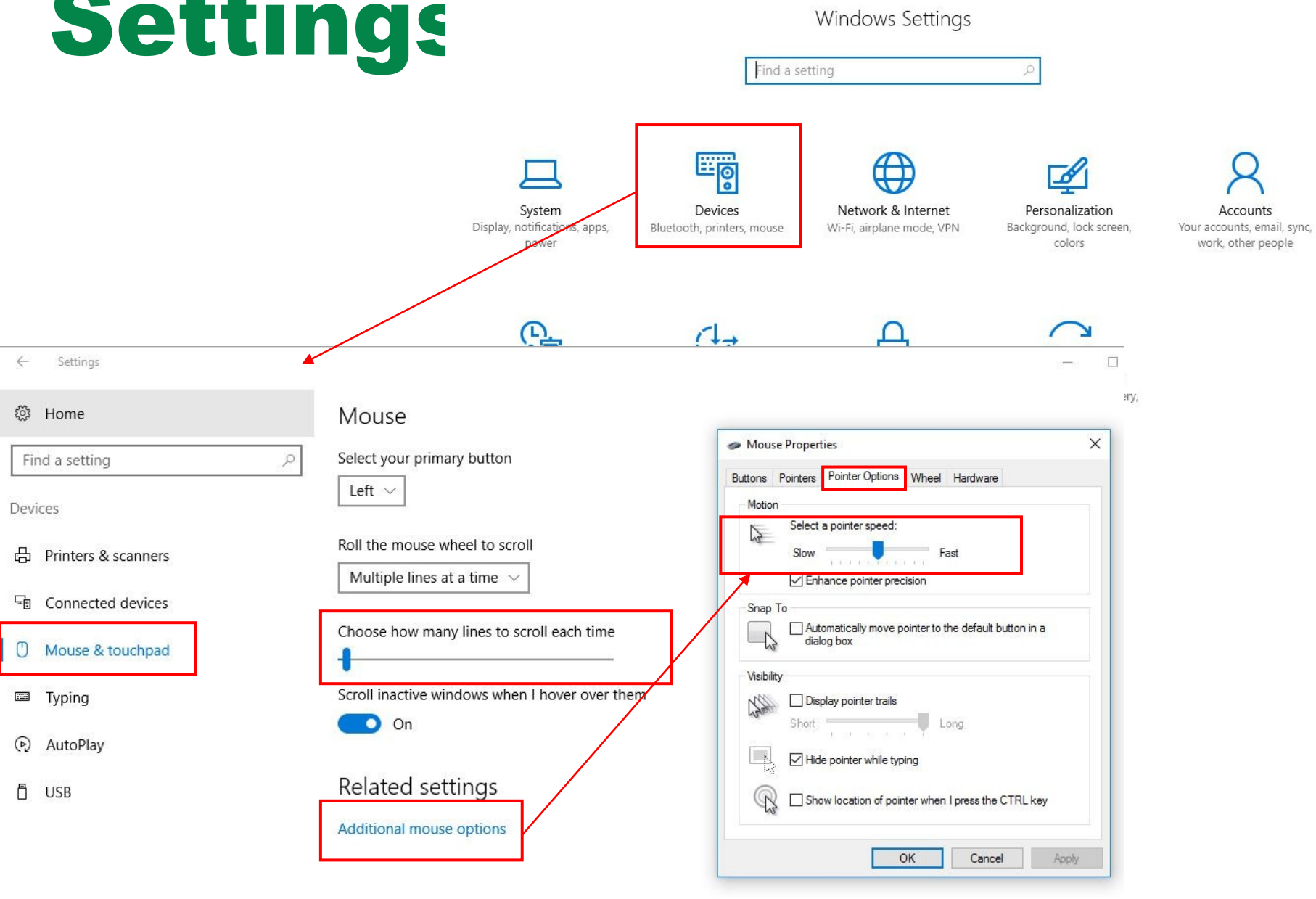
Power & sleep
Storage
Offline maps
Screen
When plugged in, turn off after
Never
Sleep
When plugged in, PC goes to sleep after
Never
Related settings
Additional power settings
Power Options
Control Panel › All Control Panel Items › Power Options
Control Panel Home
Choose what the power button does
Create a power plan
Choose when to turn off the display
Change when the computer sleeps
See also
Personalization
User Accounts
Choose or customize a power plan
A power plan is a collection of hardware and system settings (like display brightness, sleep, etc.) that manages how your computer uses power. Tell me more about power plans
Preferred plans
Balanced (recommended)
Change plan settings
Automatically balances performance with energy consumption on capable hardware.
High performance
Change plan settings
Favors performance, but may use more energy.
Hide additional plans
Power saver
Change plan settings
Saves energy by reducing your computer's performance where possible.

Settings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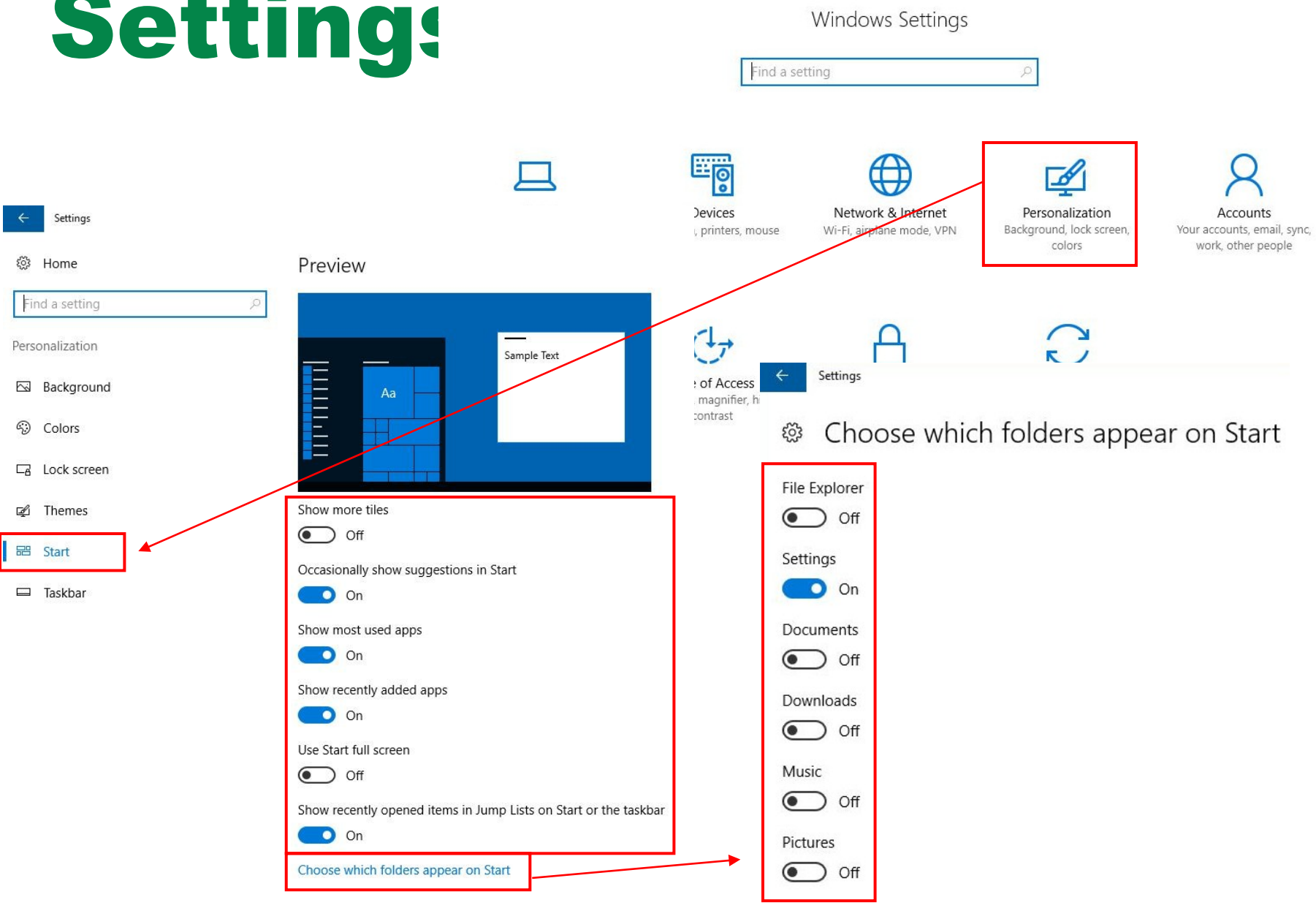
Settings
Home
Find a setting
Devices
Printers & scanners
Connected devices
Mouse & touchpad
Typing
AutoPlay
USB
Mouse
Select your primary button
Left
Roll the mouse wheel to scroll
Multiple lines at a time
Choose how many lines to scroll each time
Scroll inactive windows when I hover over them
On
Related settings
Additional mouse options
Mouse Properties
Buttons
Pointers
Pointer Options
Wheel
Hardware
Motion
Select a pointer speed:
Slow
Fast
Enhance pointer precision
Snap To
Automatically move pointer to the default button in a dialog box
Visibility
Display pointer trails
Short
Long
Hide pointer while typing
Show location of pointer when I press the CTRL key
OK
Cancel
Apply

Settings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Home
Find a setting
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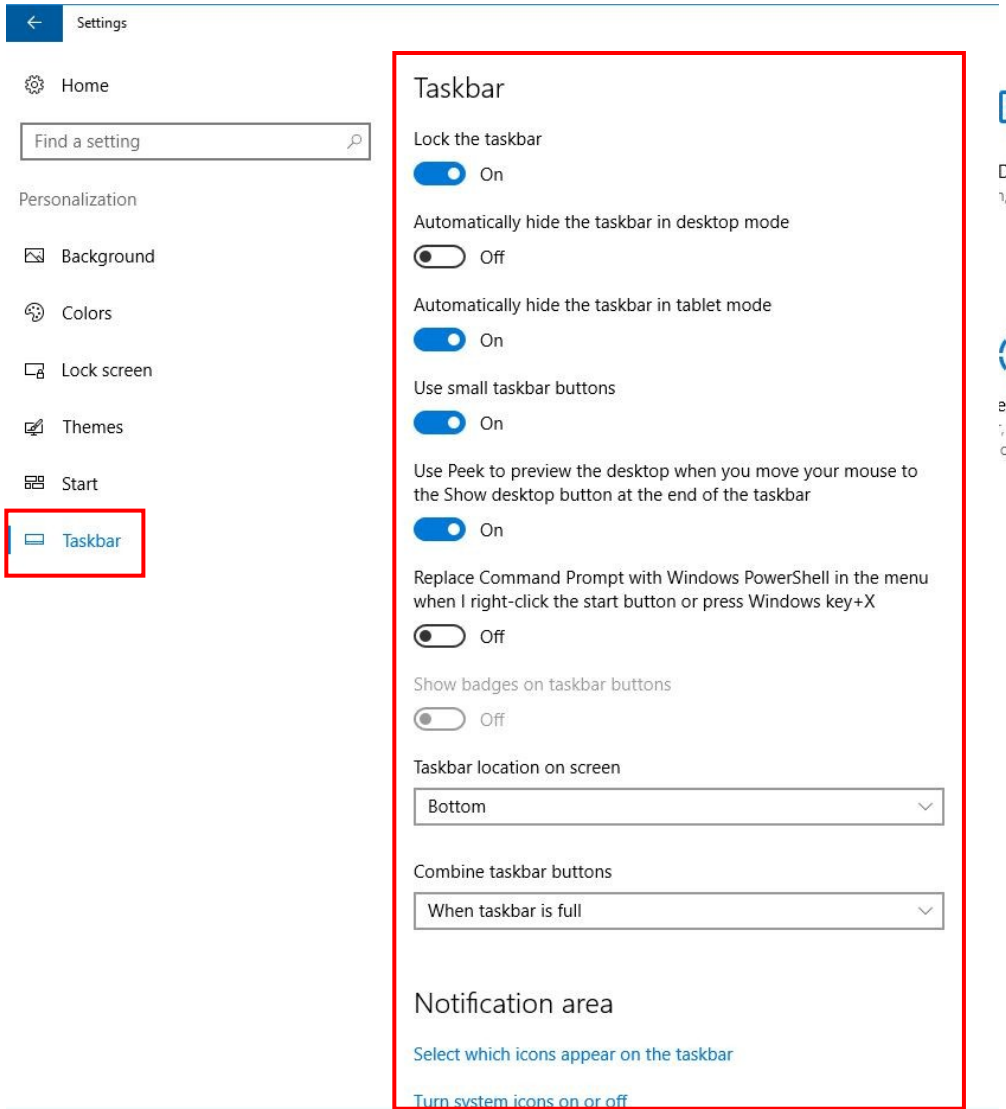
Background
Colors
Lock screen
Themes
Start
Taskbar
Preview
Sample Text
Aa
Show more tiles
Off
Occasionally show suggestions in Start
On
Show most used apps
On
Show recently added apps
On
Use Start full screen
Off
Show recently opened items in Jump Lists on Start or the taskbar
On
Choose which folders appear on Start
Settings
Choose which folders appear on Start
File Explorer
Off
Settings
On
Documents
Off
Downloads
Off
Music
Off
Pictures
Off

Settings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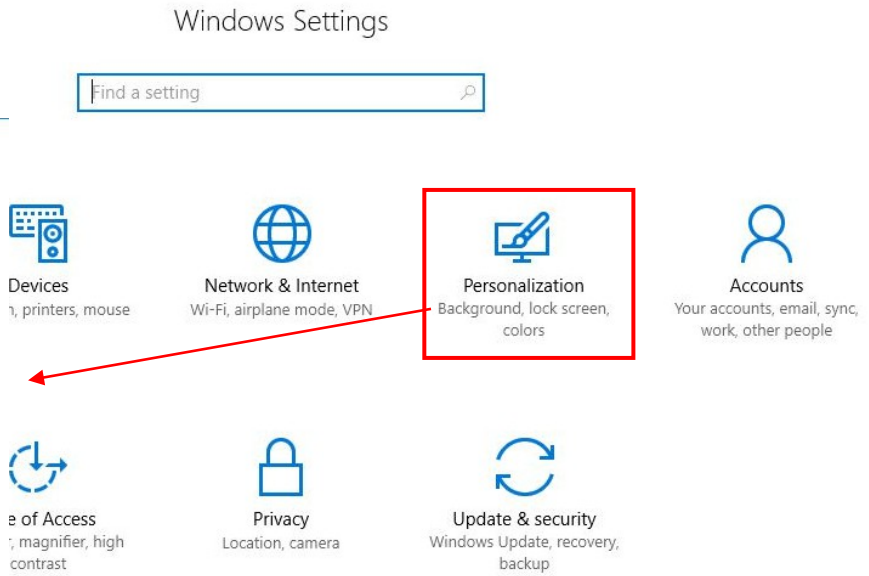
Taskbar
Taskbar
Lock the taskbar
On
Automatically hide the taskbar in desktop mode
Off
Automatically hide the taskbar in tablet mode
On
Use small taskbar buttons
On
Use Peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar
On
Replace Command Prompt with Windows PowerShell in the menu when I right-click the start button or press Windows key+X
Off
Show badges on taskbar buttons
Off
Taskbar location on screen
Bottom
Combine taskbar buttons
When taskbar is full
Notification area
Select which icons appear on the taskbar
Turn system icons on or off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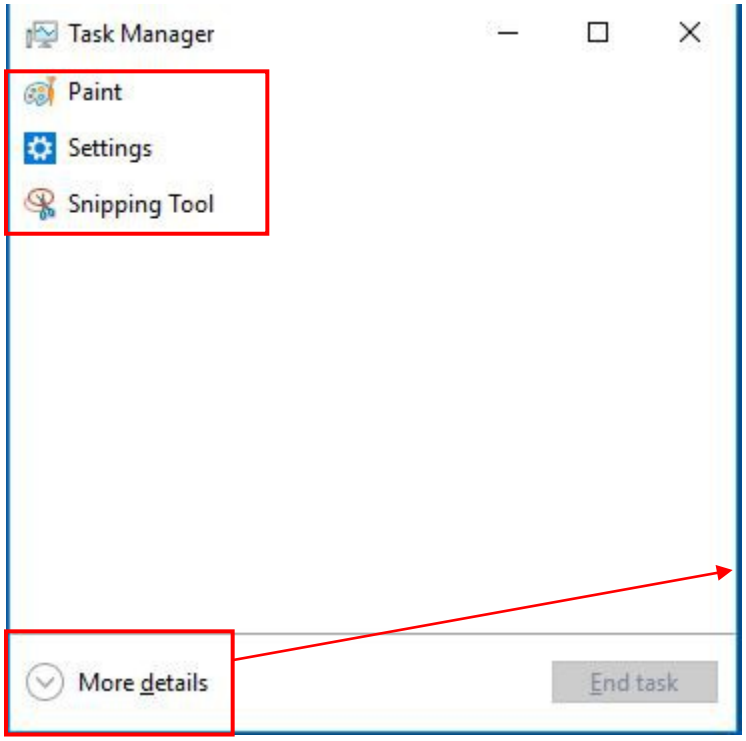
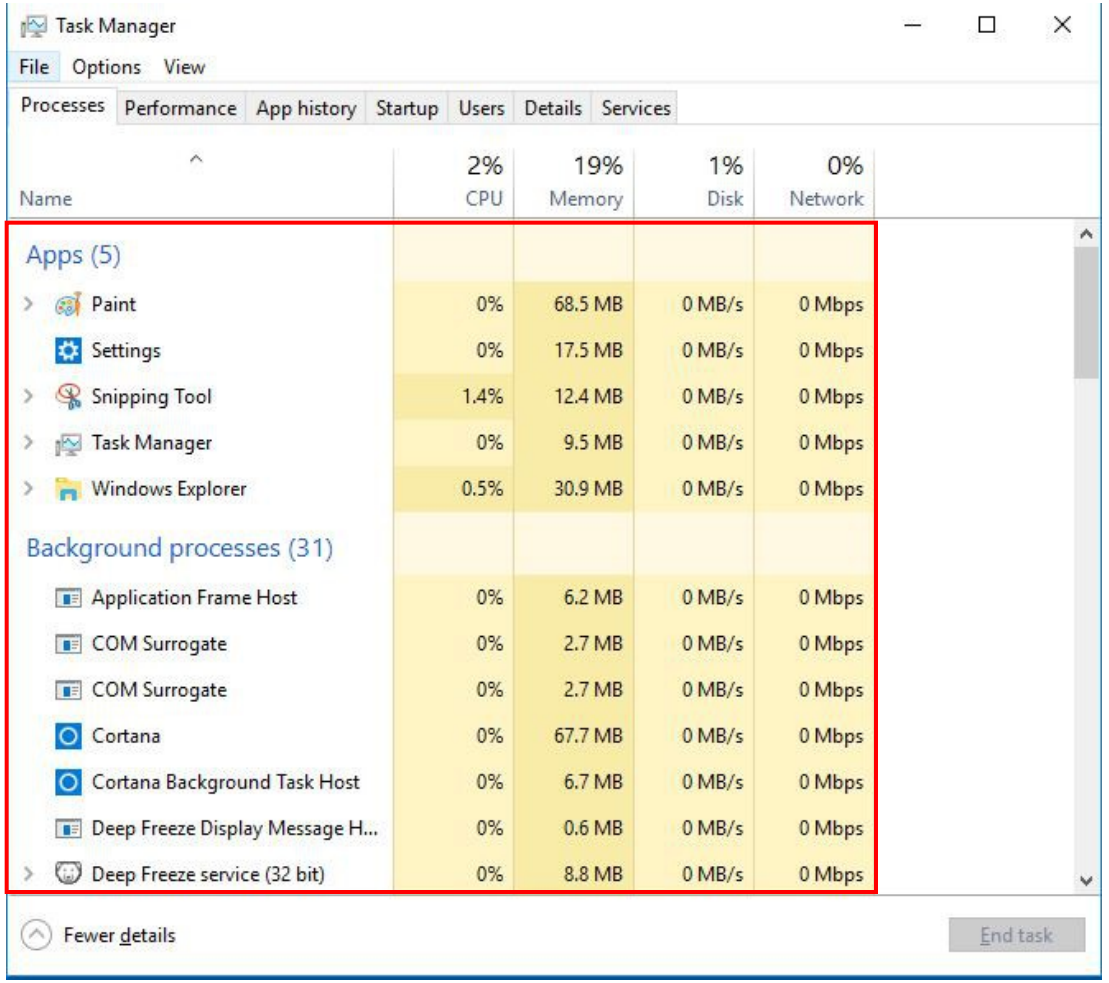
Task Manager

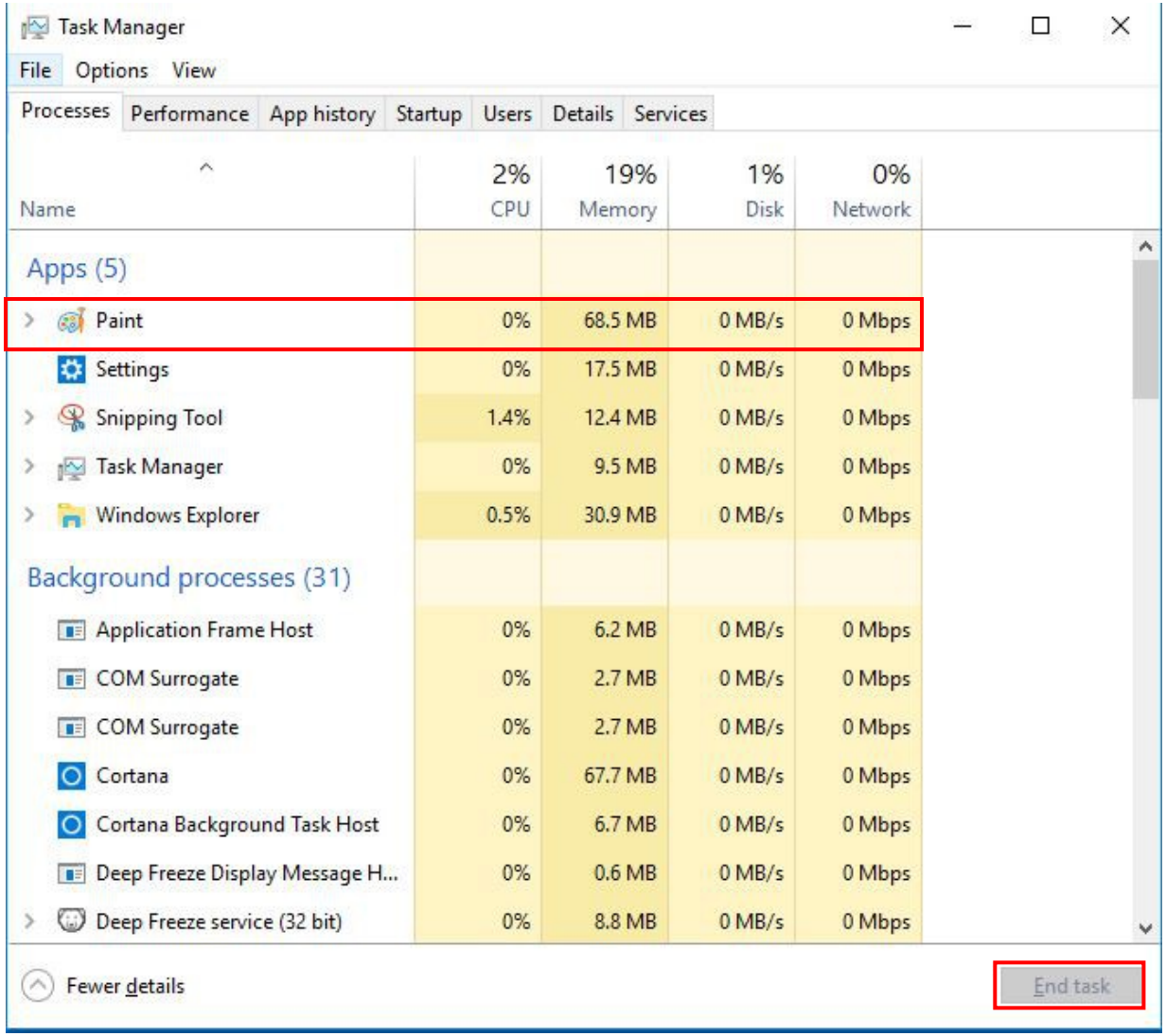
Task Manager





Task Manager

- Select the app you wish to close by left clicking on it and then click on **End Task**



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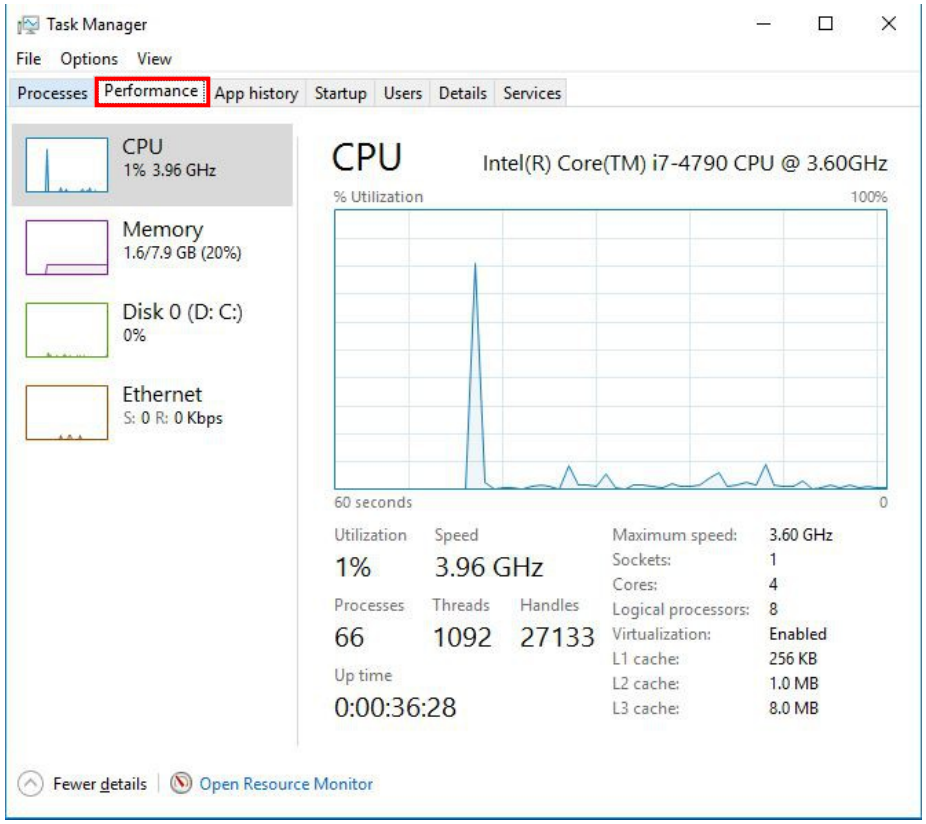
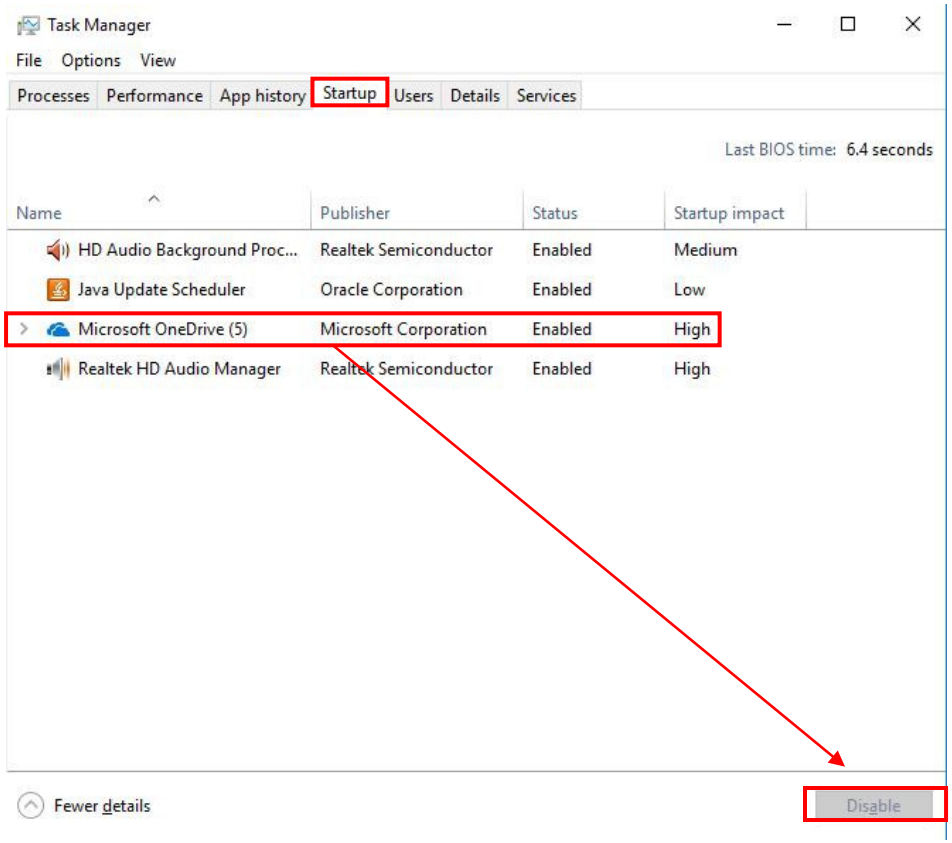
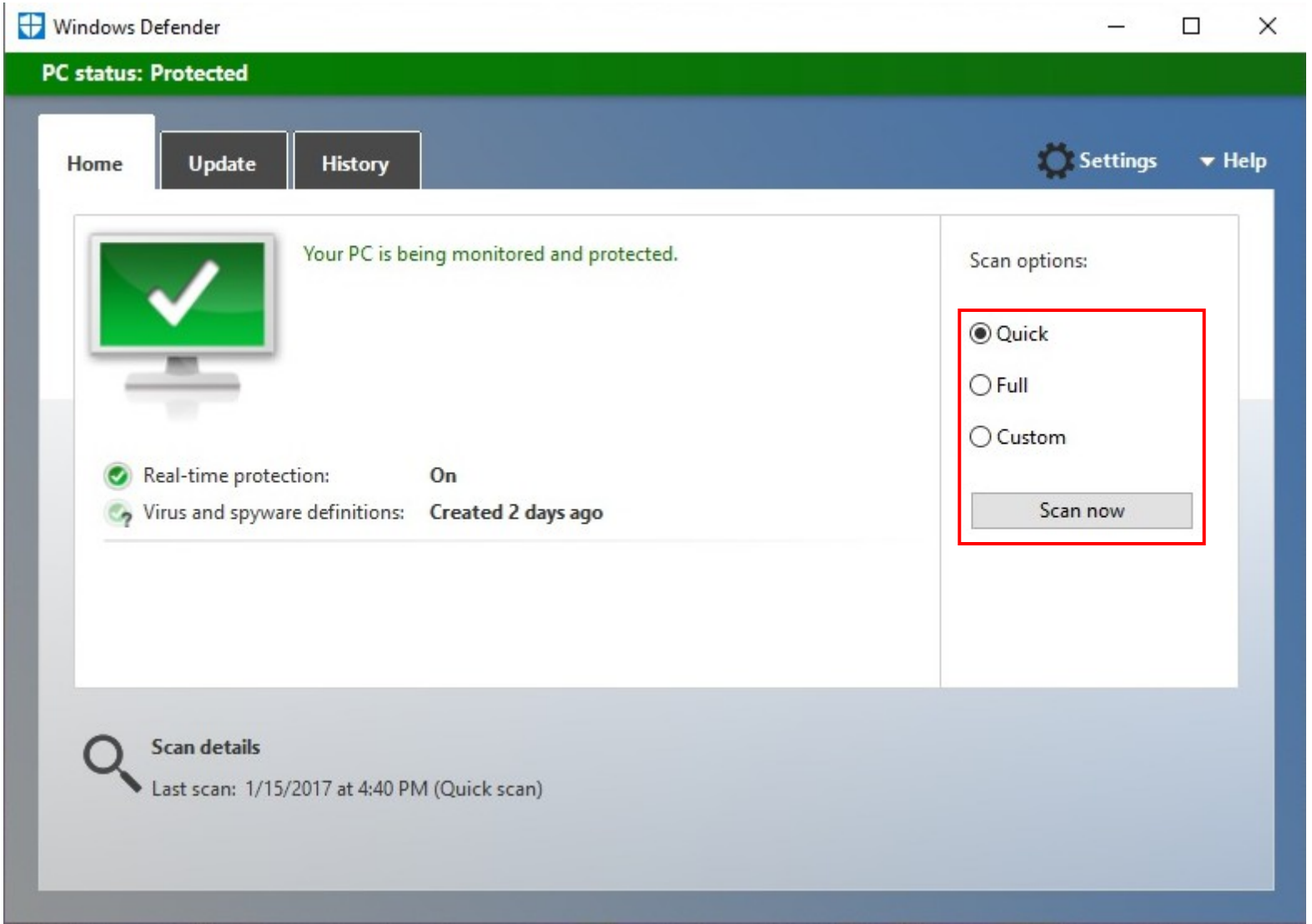




Windows Defender

Windows Defender



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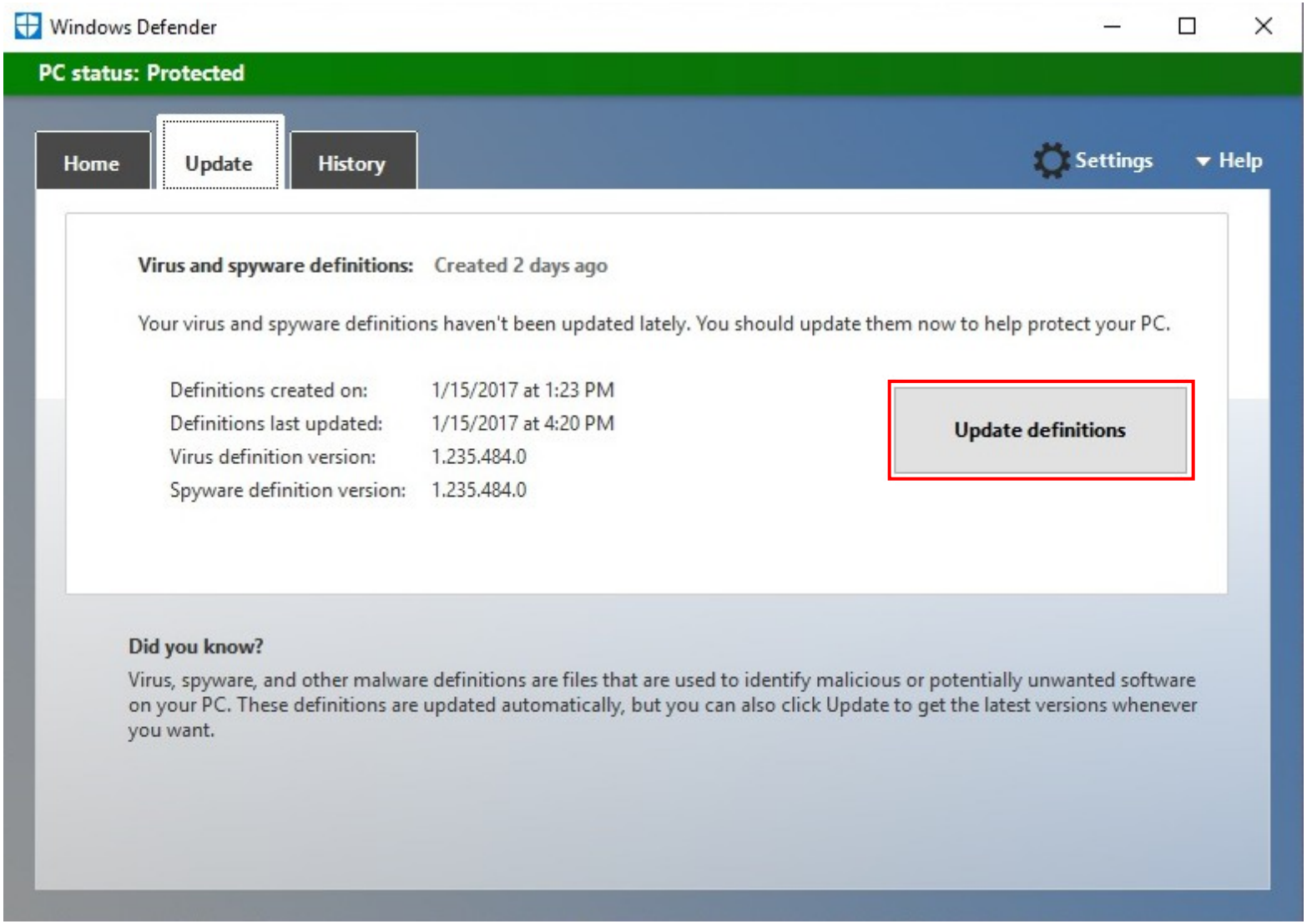

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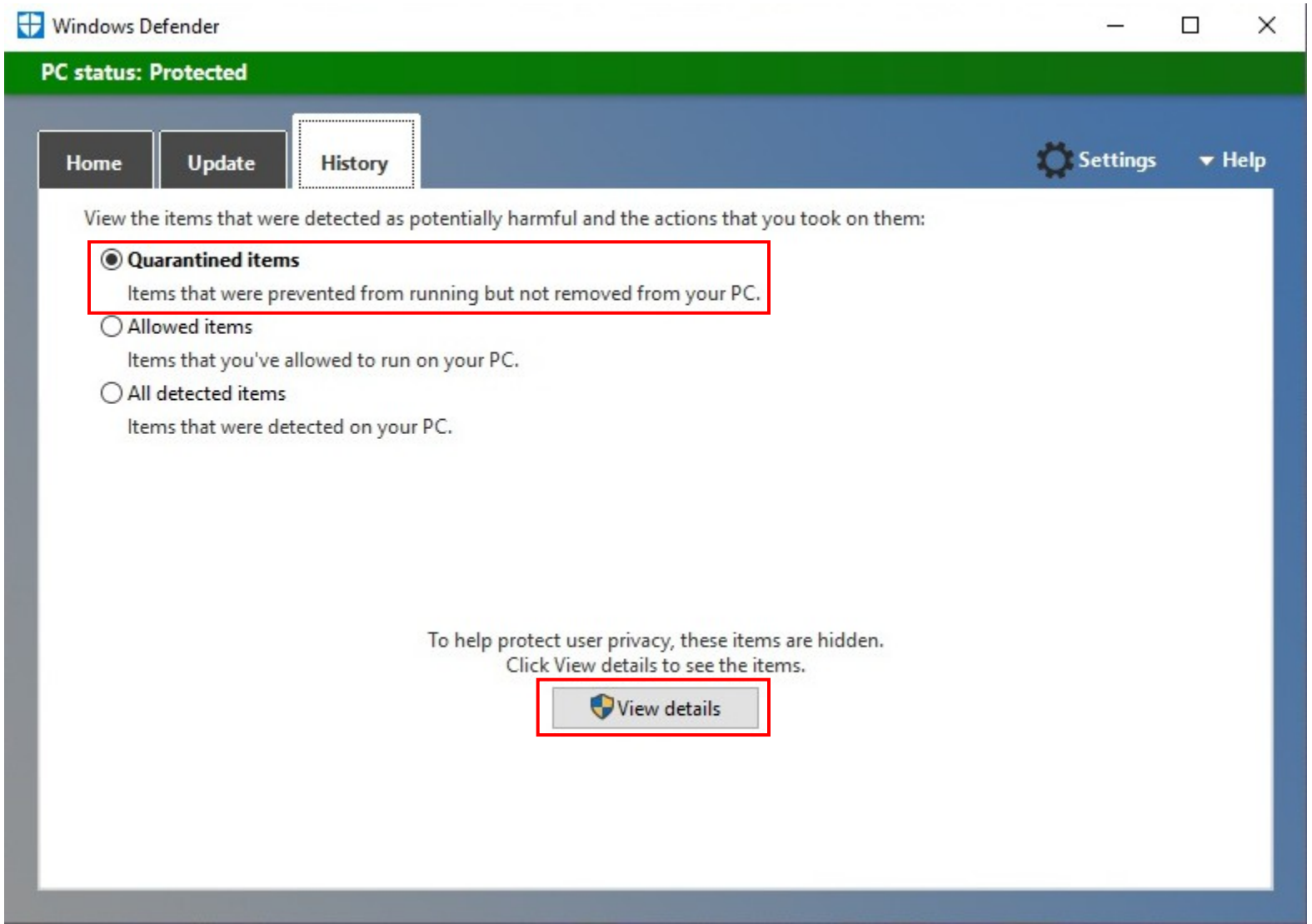
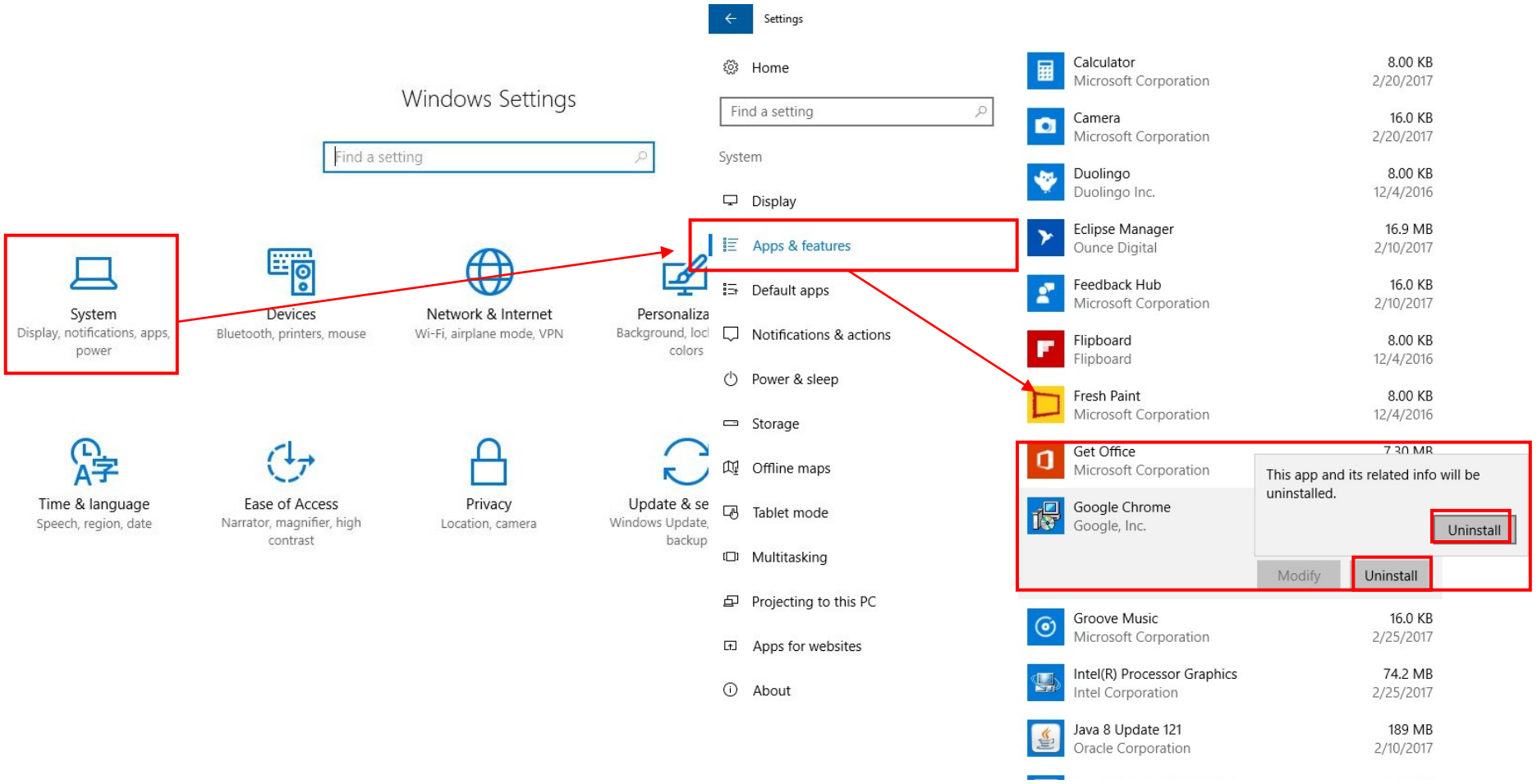


Uninstalling Programs/Apps

Uninstalling Programs/Apps



Uninstalling Programs/Apps

- Avoid uninstalling drivers and necessary programs like the following examples.

Questions?

THANK YOU FOR COMING!