

Windows 10 Intermediate

Phillip Schneider

Information Services Librarian

Gail Borden Public Library



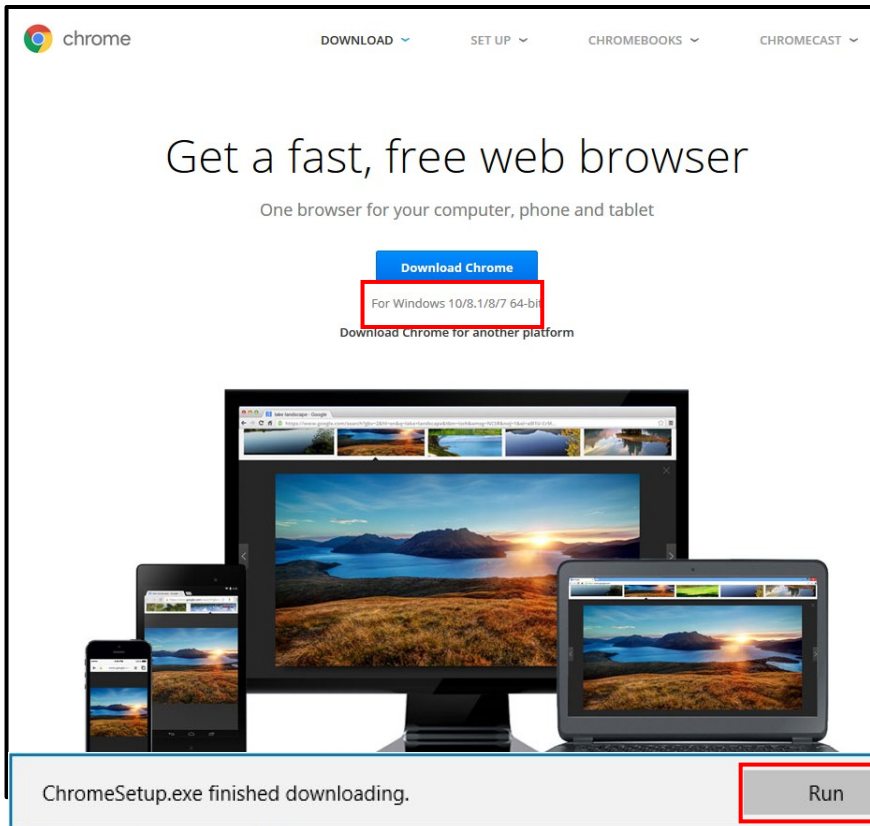
Agenda

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

Installing Programs

A series of horizontal lines of varying lengths and shades of green and white, extending from the left edge of the slide and positioned below the title.

Installing Programs

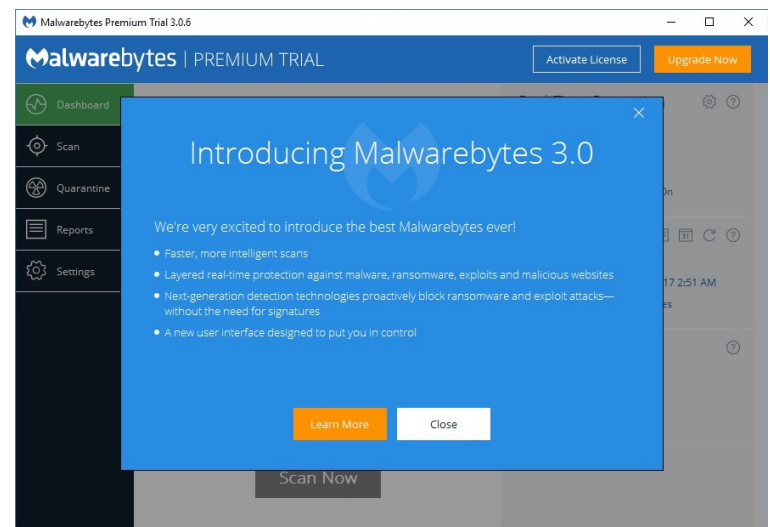
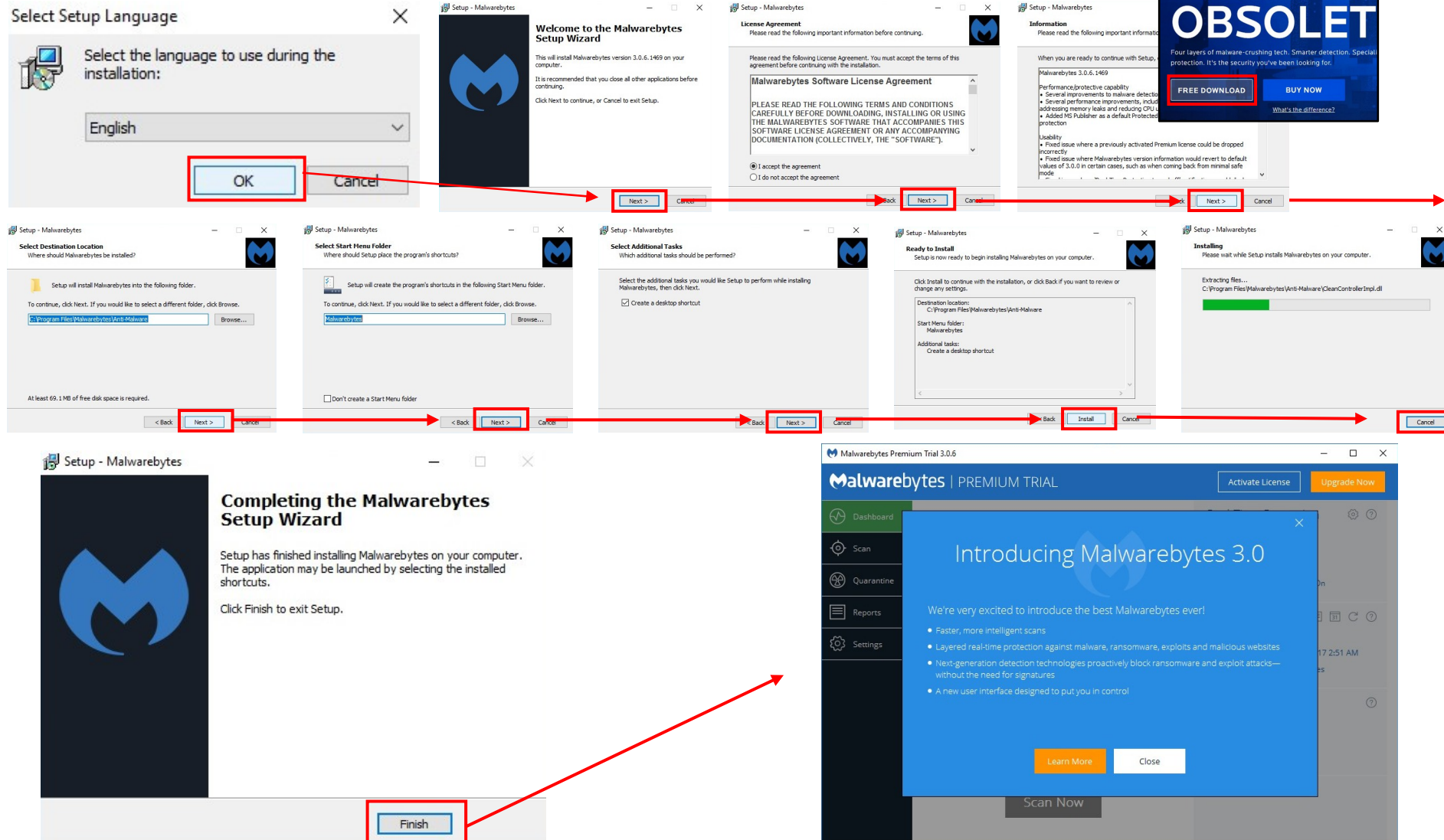


Go to the company's website for the program you wish to download (ex: www.opera.com)

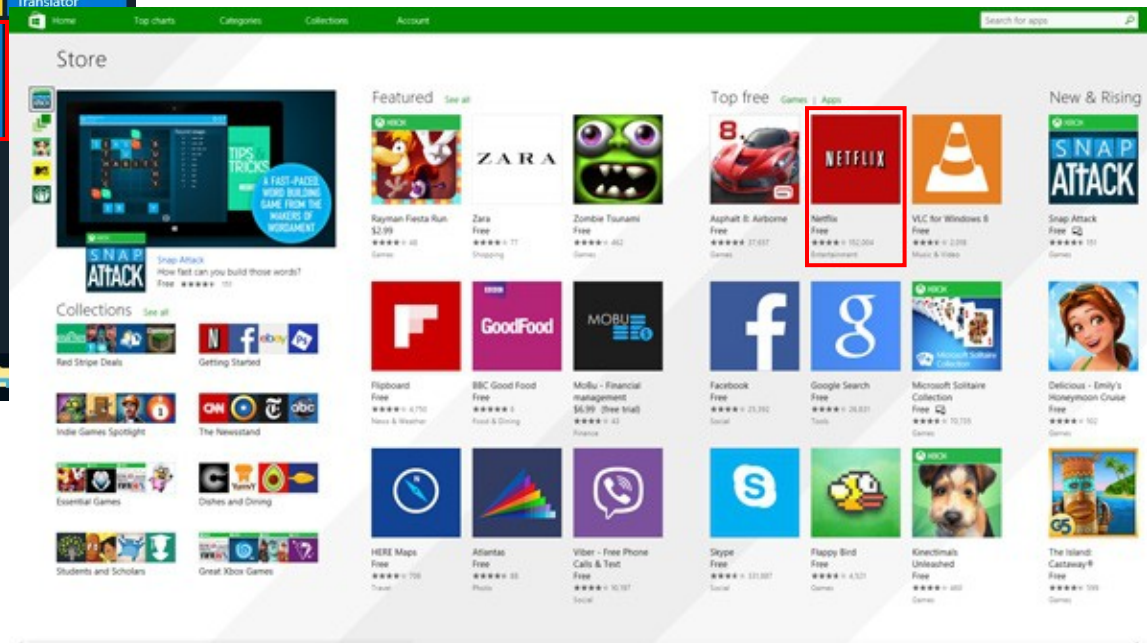
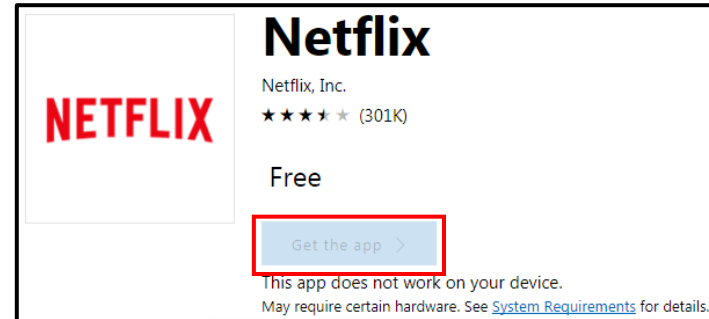
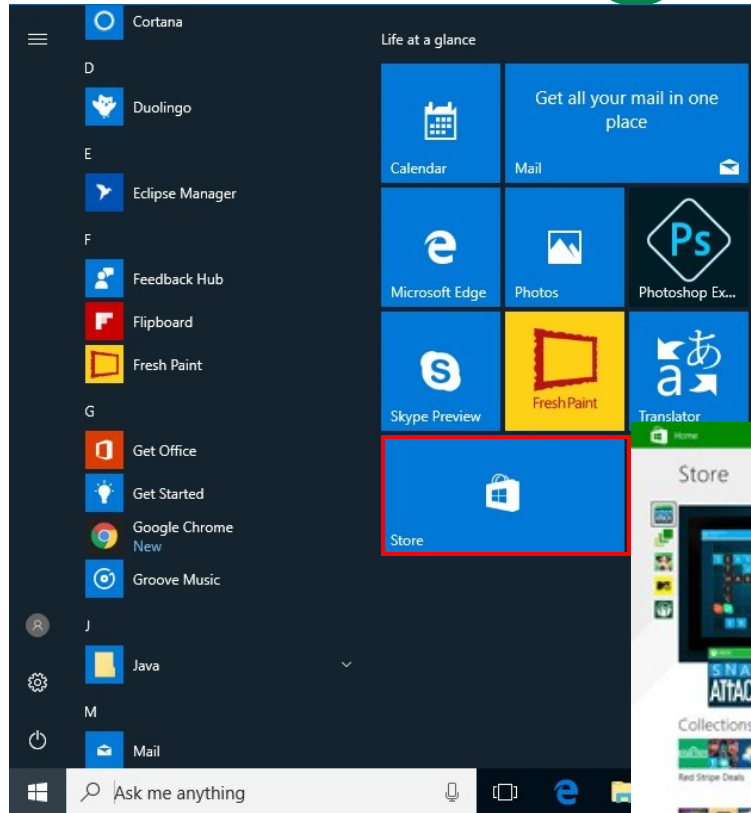
Most programs installations are simple & follow the same basic steps

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

Installing Programs



Installing Programs

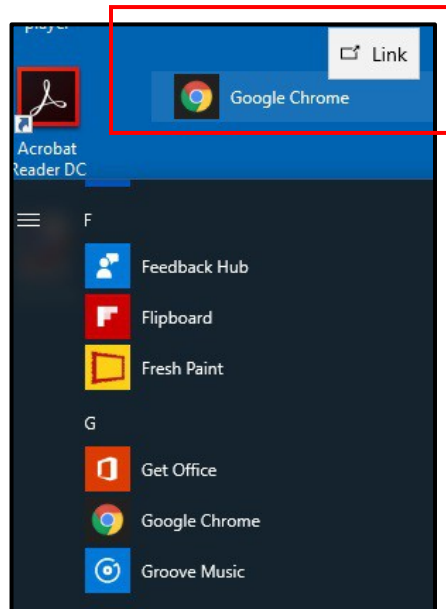
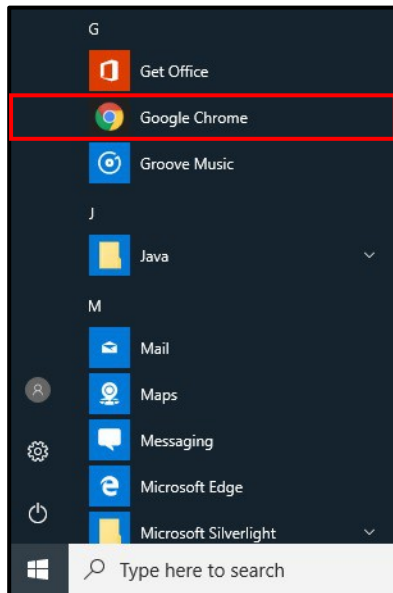


Adding Desktop Icons

A series of horizontal lines in various shades of green and white, extending from the left edge of the slide and ending on the right side, creating a modern, layered effect.

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



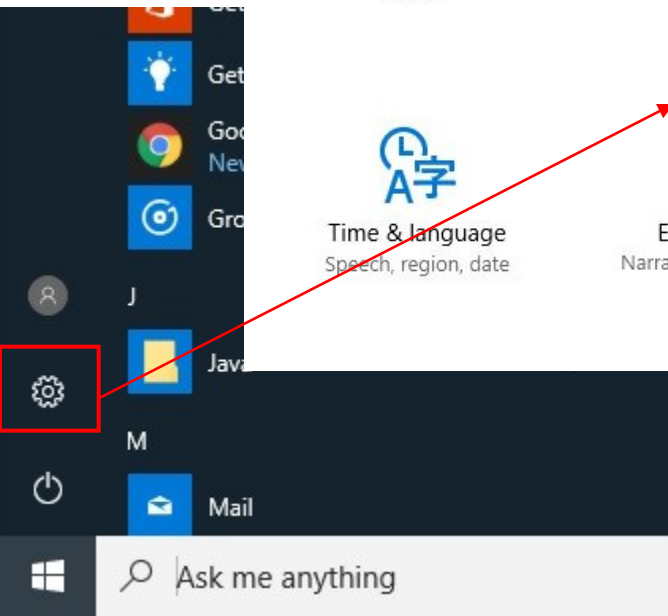
Privacy

Location, camera

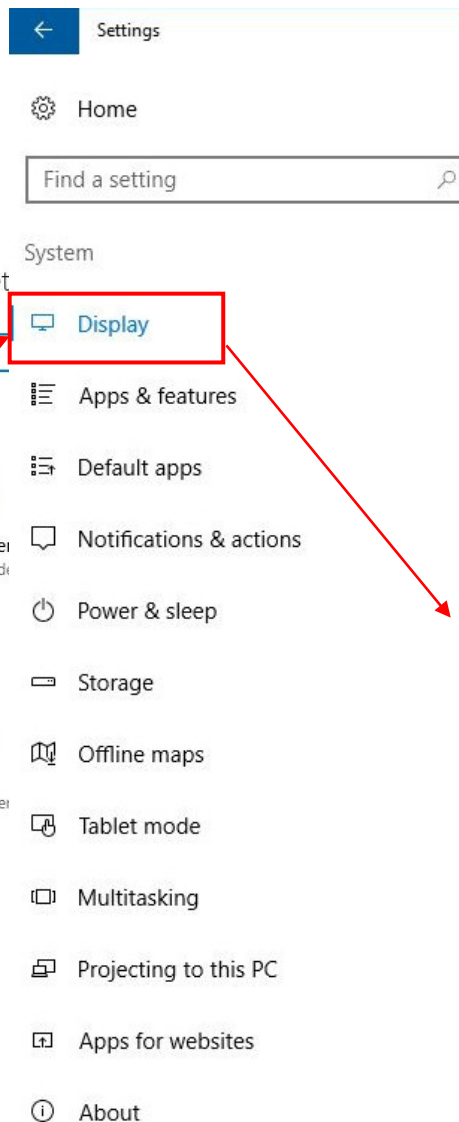


Update & security

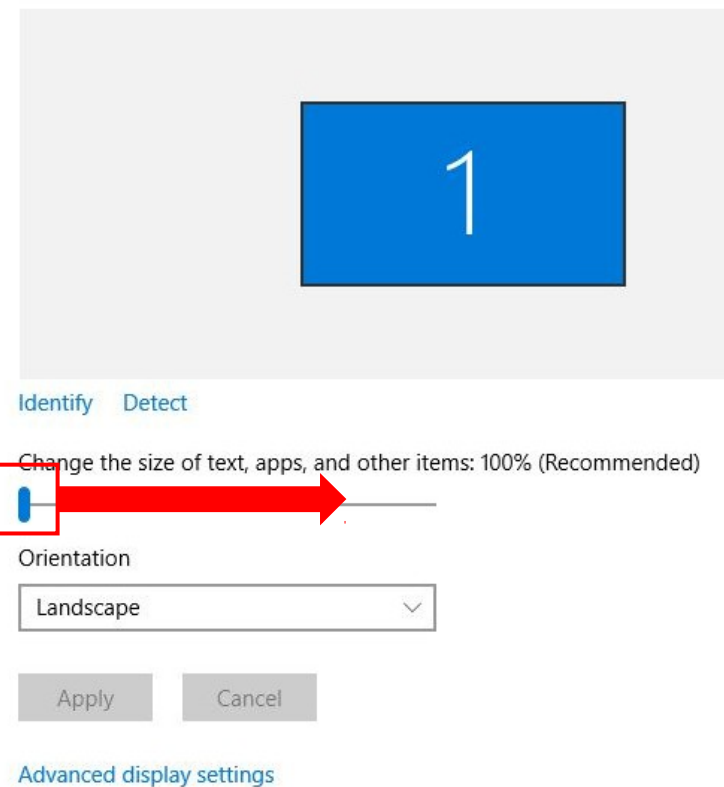
Windows Update, recovery, backup



Settings



Customize your display



Settings

The diagram illustrates the steps to change the default web browser in Windows 10. It starts with the Windows Settings app, where the 'System' category is selected. From there, the 'Default apps' section is accessed. Finally, the 'Choose an app' dialog is shown, with 'Google Chrome' selected as the default web browser.

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

Time & language
Speech, region, date

Ease of Access
Narrator, magnifier, high contrast

Privacy
Location, camera

Update & security
Windows Update, recovery, backup

Settings

Home

Find a setting

System

Display

Apps & features

Default apps

Notifications & actions

Power & sleep

Storage

Offline maps

Tablet mode

Multitasking

Projecting to this PC

Apps for websites

About

Choose default apps

Email

Choose a default

Maps

Maps

Choose an app

Music

Microsoft Edge
Recommended for Windows 10

Firefox

Google Chrome

Photo

Internet Explorer

Look for an app in the Store

Video

Web browser

Google Chrome

Reset to the Microsoft recommended defaults

Reset

Choose default apps by file type

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



Storage

Offline maps

Tablet mode



Time & language

Speech, region, date



Ease of Access

Narrator, magnifier, high contrast



Privacy

Location, camera

Settings

Home

Find a setting

System

Display

Apps & features

Default apps

Notifications & actions

Power & sleep

Storage

Offline maps

Tablet mode

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)

Automatically balances performance with energy consumption on capable hardware.

[Change plan settings](#)

High performance

Favors performance, but may use more energy.

[Change plan settings](#)

Hide additional plans

Power saver

Saves energy by reducing your computer's performance where possible.

[Change plan settings](#)

Screen

When plugged in, turn off after

Never

Sleep

When plugged in, PC goes to sleep after

Never

Related settings

[Additional power 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



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

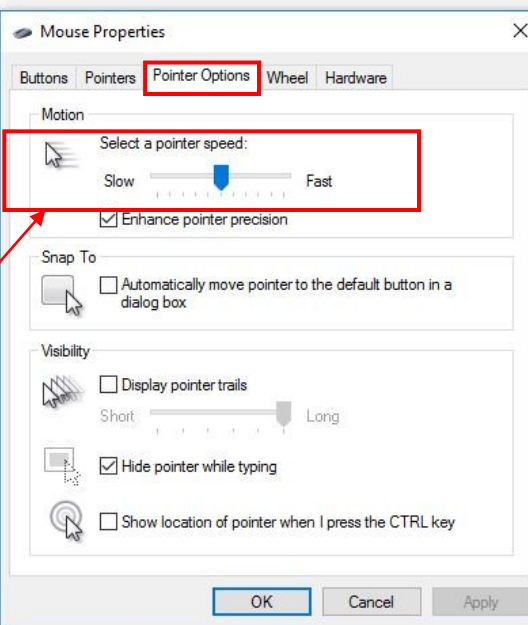


Scroll inactive windows when I hover over them



Related settings

[Additional mouse options](#)



Settings

Windows Settings

Find a setting

Settings

Home

Find a setting

Personalization

- Background
- Colors
- Lock screen
- Themes
- Start**
- Taskbar

Preview

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

- File Explorer
☐ Off
- Settings
☒ On
- Documents
☐ Off
- Downloads
☐ Off
- Music
☐ Off
- Pictures
☐ Off

Devices
Keyboards, printers, mouse

Network & Internet
Wi-Fi, airplane mode, VPN

Personalization
Background, lock screen, colors


Accounts
Your accounts, email, sync, work, other people


Ease of Access Center
Narrator, magnifier, high contrast


Settings

Choose which folders appear on Start


Settings


 Settings


 Home


Find a setting 


Personalization


 Background

 Colors

 Lock screen


 Themes

 Start


 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

Windows Settings

Find a setting 



Devices
1, printers, mouse



Network & Internet
Wi-Fi, airplane mode, VPN



Personalization
Background, lock screen, colors



Accounts
Your accounts, email, sync, work, other people



Ease of Access
Narrator, magnifier, high contrast



Privacy
Location, camera

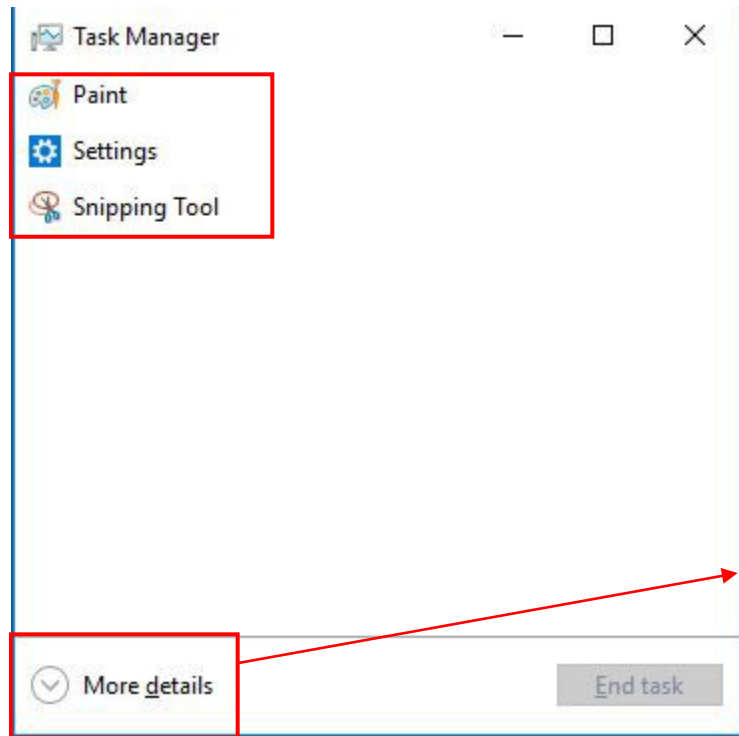


Update & security
Windows Update, recovery, backup

Task Manager

A series of horizontal lines of varying lengths and shades of green and white, extending from the left edge of the slide towards the right, positioned below the title.

Task Manager



Task Manager

File Options View

Processes Performance App history Startup Users Details Services

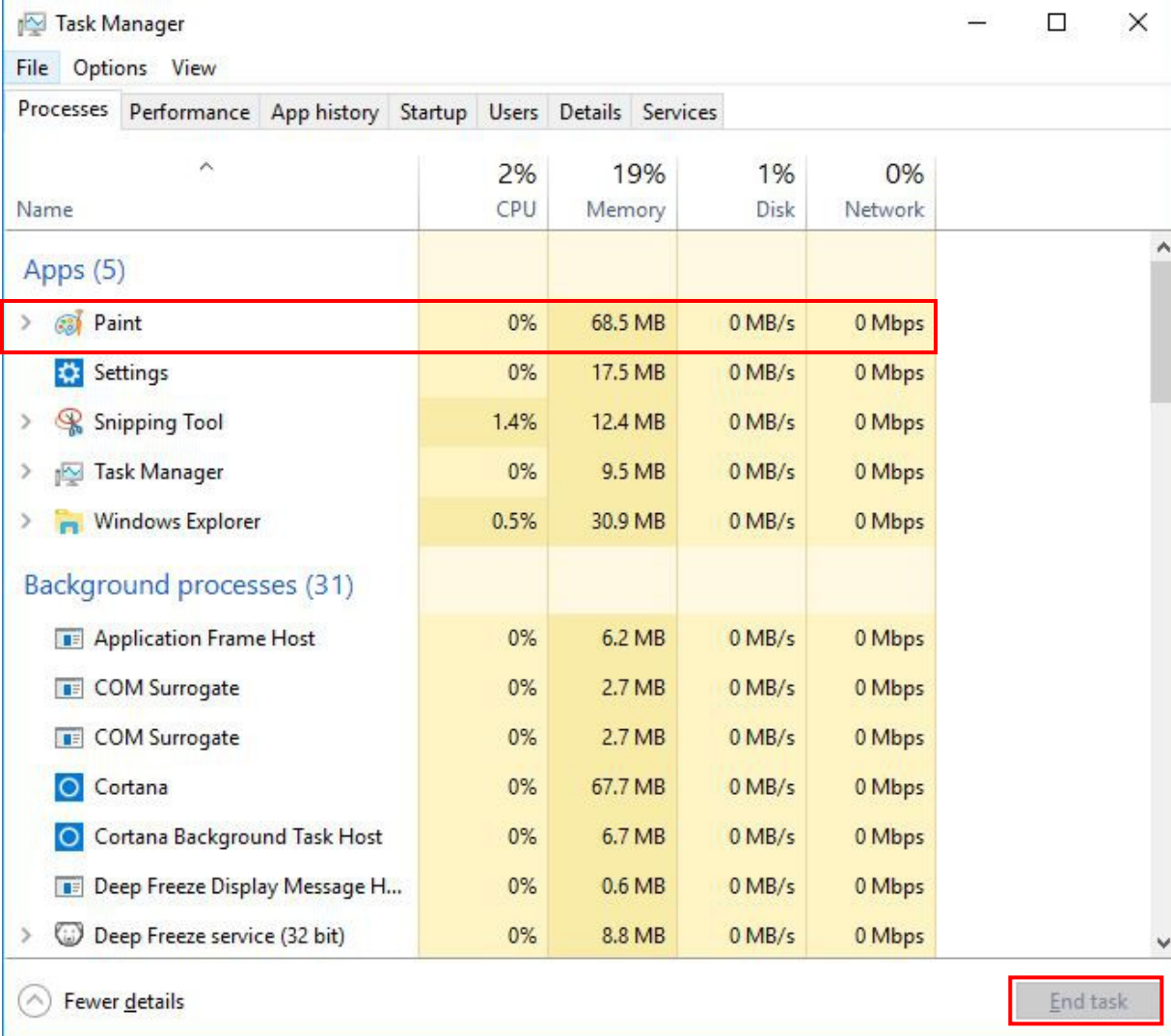
Name	2% CPU	19% Memory	1% Disk	0% Network
Apps (5)				
> Paint	0%	68.5 MB	0 MB/s	0 Mbps
> Settings	0%	17.5 MB	0 MB/s	0 Mbps
> Snipping Tool	1.4%	12.4 MB	0 MB/s	0 Mbps
> Task Manager	0%	9.5 MB	0 MB/s	0 Mbps
> Windows Explorer	0.5%	30.9 MB	0 MB/s	0 Mbps
Background processes (31)				
Application Frame Host	0%	6.2 MB	0 MB/s	0 Mbps
COM Surrogate	0%	2.7 MB	0 MB/s	0 Mbps
COM Surrogate	0%	2.7 MB	0 MB/s	0 Mbps
Cortana	0%	67.7 MB	0 MB/s	0 Mbps
Cortana Background Task Host	0%	6.7 MB	0 MB/s	0 Mbps
Deep Freeze Display Message H...	0%	0.6 MB	0 MB/s	0 Mbps
> Deep Freeze service (32 bit)	0%	8.8 MB	0 MB/s	0 Mbps

Fewer details

End task

Task Manager

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

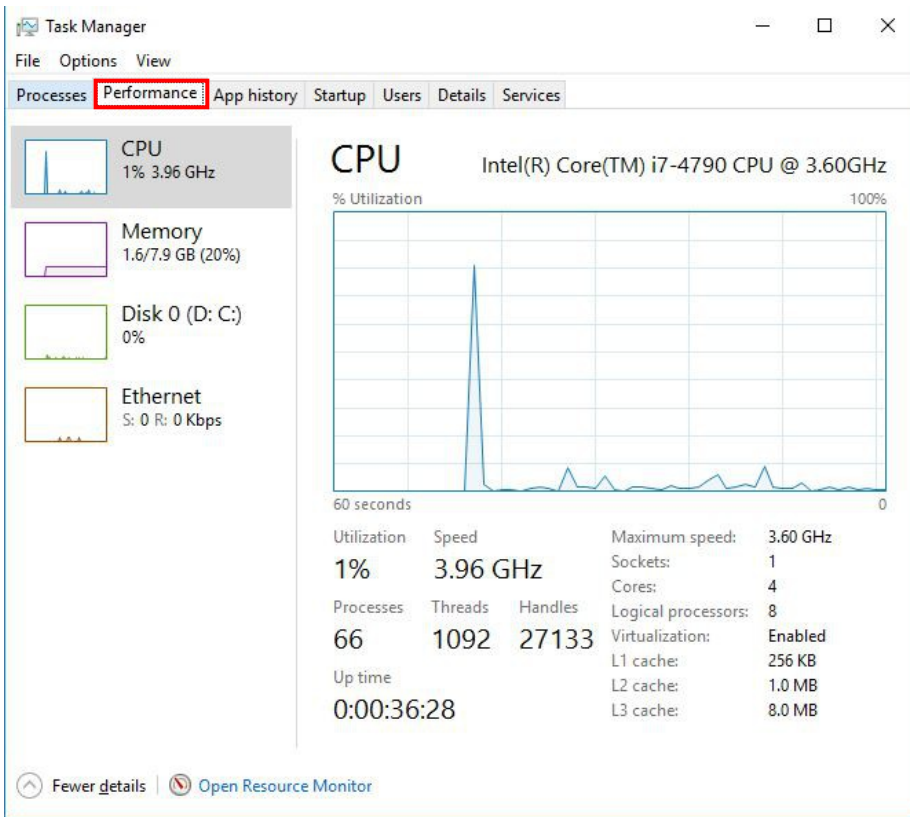


The screenshot shows the Windows Task Manager application with the 'Processes' tab selected. The 'Paint' application is highlighted with a red box. The 'End task' button at the bottom right is also highlighted with a red box.

Name	CPU	Memory	Disk	Network
Apps (5)				
> Paint	0%	68.5 MB	0 MB/s	0 Mbps
Settings	0%	17.5 MB	0 MB/s	0 Mbps
> Snipping Tool	1.4%	12.4 MB	0 MB/s	0 Mbps
> Task Manager	0%	9.5 MB	0 MB/s	0 Mbps
> Windows Explorer	0.5%	30.9 MB	0 MB/s	0 Mbps
Background processes (31)				
Application Frame Host	0%	6.2 MB	0 MB/s	0 Mbps
COM Surrogate	0%	2.7 MB	0 MB/s	0 Mbps
COM Surrogate	0%	2.7 MB	0 MB/s	0 Mbps
Cortana	0%	67.7 MB	0 MB/s	0 Mbps
Cortana Background Task Host	0%	6.7 MB	0 MB/s	0 Mbps
Deep Freeze Display Message H...	0%	0.6 MB	0 MB/s	0 Mbps
> Deep Freeze service (32 bit)	0%	8.8 MB	0 MB/s	0 Mbps

At the bottom of the window, there is a 'Fewer details' button on the left and an 'End task' button on the right, both highlighted with red boxes.

Task Manager



Task Manager

File Options View

Processes Performance App history **Startup** Users Details Services

Last BIOS time: 6.4 seconds

Name	Publisher	Status	Startup impact
HD Audio Background Proc...	Realtek Semiconductor	Enabled	Medium
Java Update Scheduler	Oracle Corporation	Enabled	Low
> Microsoft OneDrive (5)	Microsoft Corporation	Enabled	High
Realtek HD Audio Manager	Realtek Semiconductor	Enabled	High

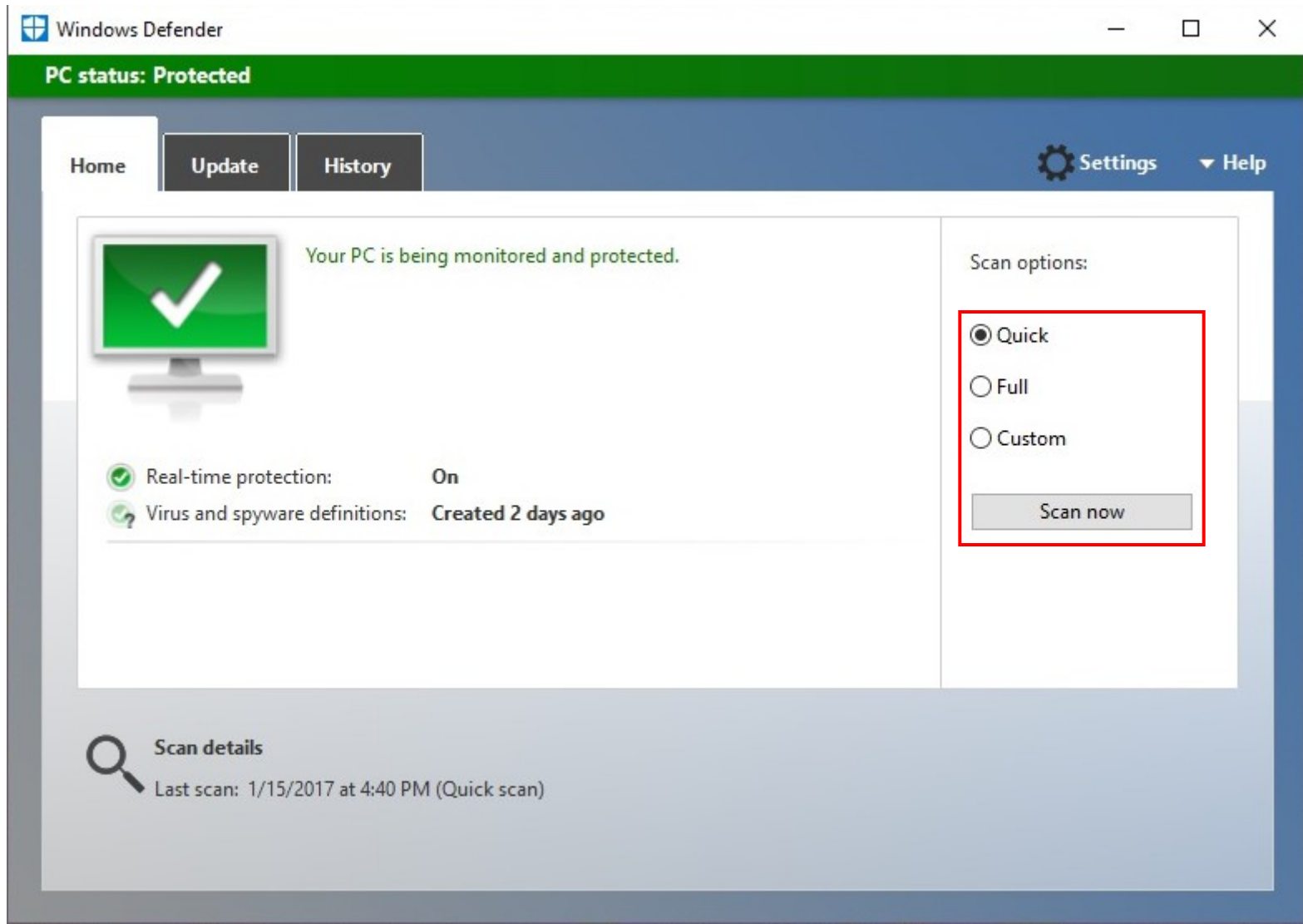
^ Fewer details

Disable

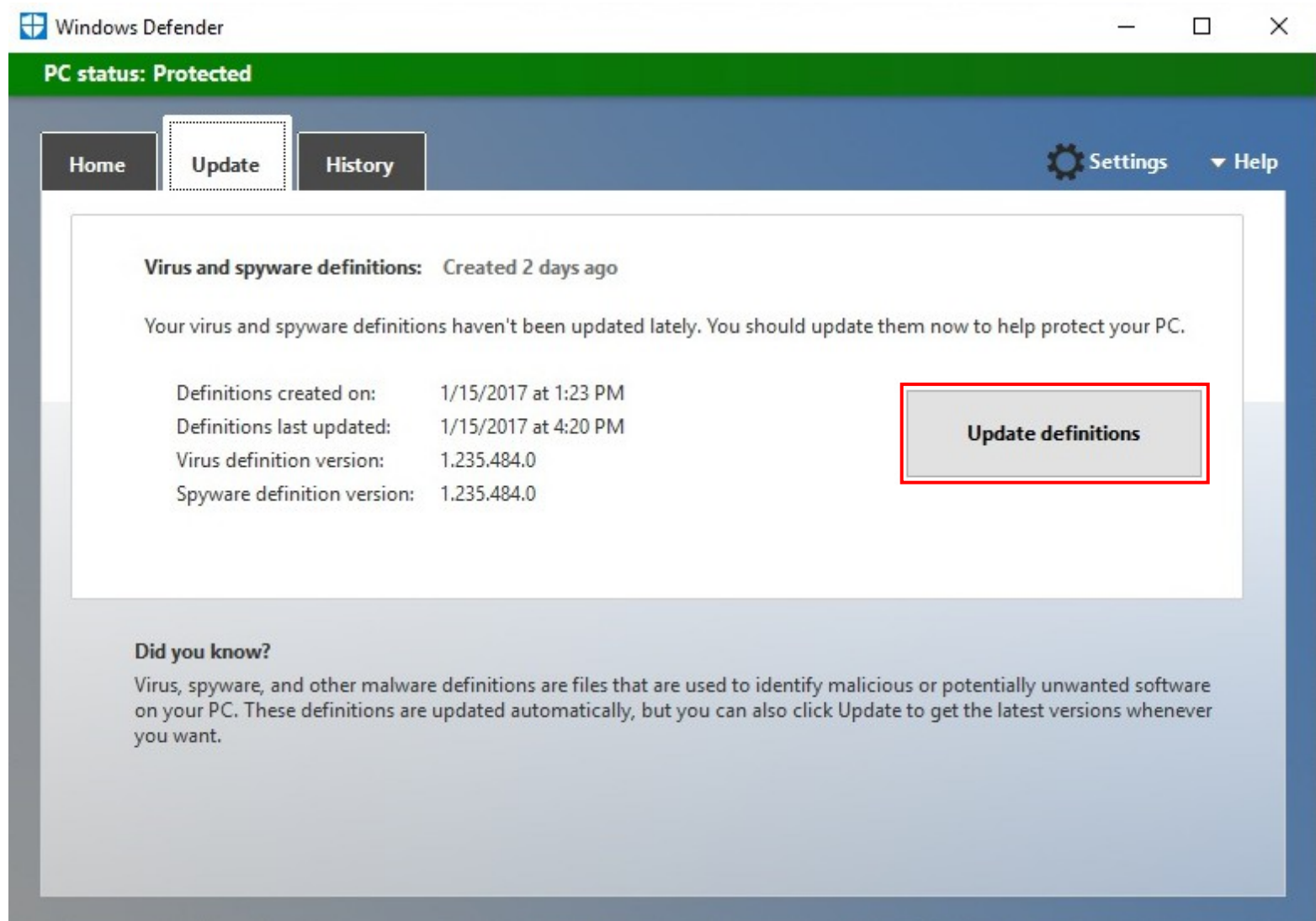
Windows Defender

A series of horizontal lines in various shades of green and white, extending from the left edge of the slide and ending on the right side, creating a modern, layered effect.

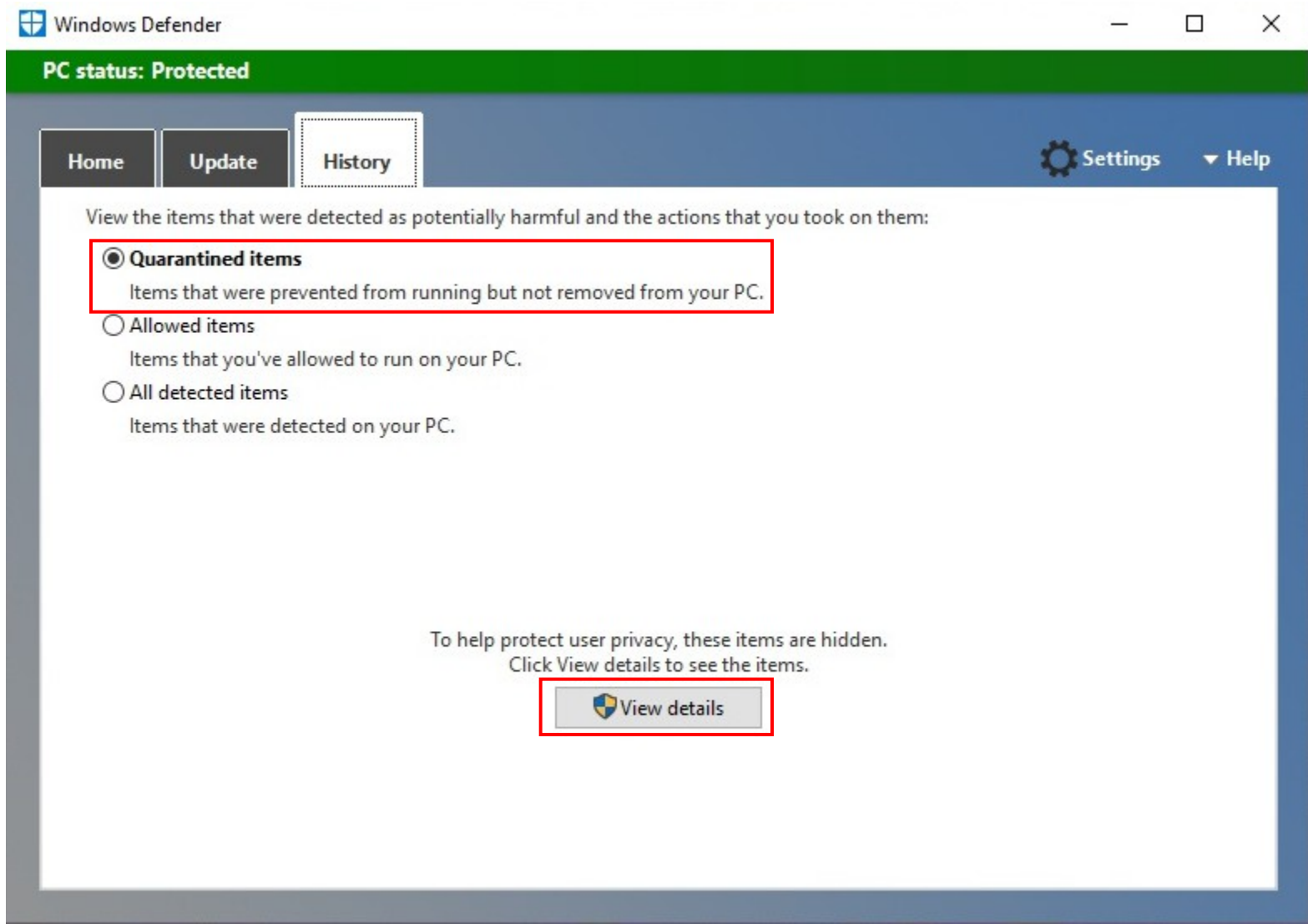
Windows Defender



Windows Defender



Windows Defender



Uninstalling Programs/Apps

A decorative graphic consisting of several horizontal lines of varying lengths and colors (light green and white) extending from the right side of the slide.

Uninstalling Programs/Apps

The image shows the Windows Settings application. On the left, the 'System' category is highlighted with a red box. A red arrow points from 'System' to the 'Apps & features' section in the left-hand menu, which is also highlighted with a red box. Another red arrow points from 'Apps & features' to the 'Get Office' app entry in the list of installed apps. A third red box highlights the 'Uninstall' button for 'Get Office'.

Windows Settings

Find a setting

System
Display, notifications, apps, power

Devices
Bluetooth, printers, mouse

Network & Internet
Wi-Fi, airplane mode, VPN

Personalization
Background, lock, colors

Time & language
Speech, region, date

Ease of Access
Narrator, magnifier, high contrast

Privacy
Location, camera

Update & security
Windows Update, backup

Settings

- Home
- Find a setting
- System
- Display
- Apps & features**
- Default apps
- Notifications & actions
- Power & sleep
- Storage
- Offline maps
- Tablet mode
- Multitasking
- Projecting to this PC
- Apps for websites
- About

App Name	Developer	Size	Installed On
Calculator	Microsoft Corporation	8.00 KB	2/20/2017
Camera	Microsoft Corporation	16.0 KB	2/20/2017
Duolingo	Duolingo Inc.	8.00 KB	12/4/2016
Eclipse Manager	Ounce Digital	16.9 MB	2/10/2017
Feedback Hub	Microsoft Corporation	16.0 KB	2/10/2017
Flipboard	Flipboard	8.00 KB	12/4/2016
Fresh Paint	Microsoft Corporation	8.00 KB	12/4/2016
Get Office	Microsoft Corporation	7.30 MB	
Google Chrome	Google, Inc.		
Groove Music	Microsoft Corporation	16.0 KB	2/25/2017
Intel(R) Processor Graphics	Intel Corporation	74.2 MB	2/25/2017
Java 8 Update 121	Oracle Corporation	189 MB	2/10/2017



Get Office (7.30 MB)
This app and its related info will be uninstalled.

Uninstall

Modify Uninstall

Uninstalling Programs/Apps

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

	Adobe Acrobat Reader DC Adobe Systems Incorporated	403 MB 2/23/2017		Intel(R) Processor Graphics Intel Corporation	74.2 MB 2/25/2017
	Adobe AIR Adobe Systems Incorporated	13.6 MB 2/10/2017		Java 8 Update 121 Oracle Corporation	189 MB 2/10/2017
	Adobe Flash Player 24 NPAPI Adobe Systems Incorporated	19.4 MB 2/25/2017		Java 8 Update 121 (64-bit) Oracle Corporation	216 MB 2/10/2017
	Realtek High Definition Audio Driver Realtek Semiconductor Corp.	20.5 MB 2/10/2017			

Questions?

THANK YOU FOR COMING!