



**Technical Institute of Administration**

**Business Administration**

**Computer essentials**

## **2.Windows 10 - Common computer tasks**

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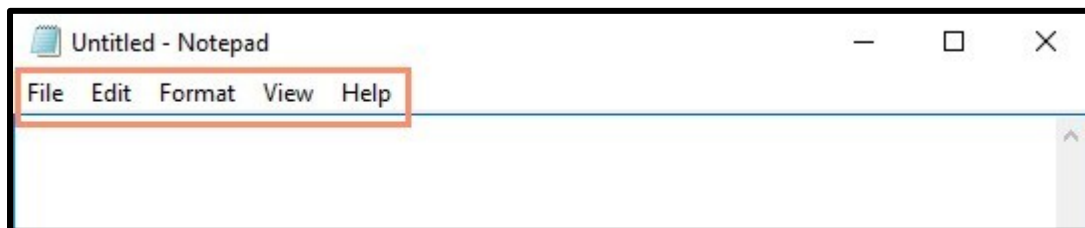
# Microsoft Windows 10

## Common computer tasks

there are some common computer skills that will **work the same way** in almost any situation. Once you learn how to use these skills, you'll be able to use them to perform a variety of tasks on your computer. In this lesson, we'll talk about some common commands you can use in almost any application, including **cut**, **copy**, **paste**, and **undo**.

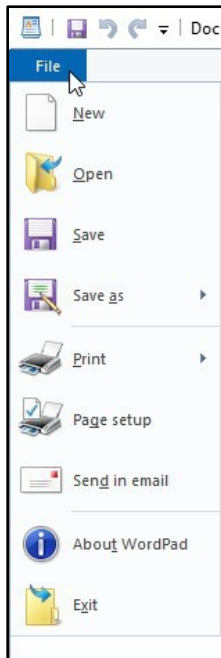
### 2.1. The Menu bar

Most applications have a **Menu bar** at the top of the window. Each menu has a set of **commands** that will perform a specific action within the program. While each application is different, there are some common commands that **work the same way**, no matter which application you're using. Whenever you open a program for the first time, try clicking these menus to see the various options available.



#### 2.1.1. File menu commands

You'll find the **File** menu on the leftmost side of the Menu bar in almost every application. The File menu will usually have the same type of commands. For example, you can create a **new** file, **open** an existing file, and **save** the current file, among other functions.

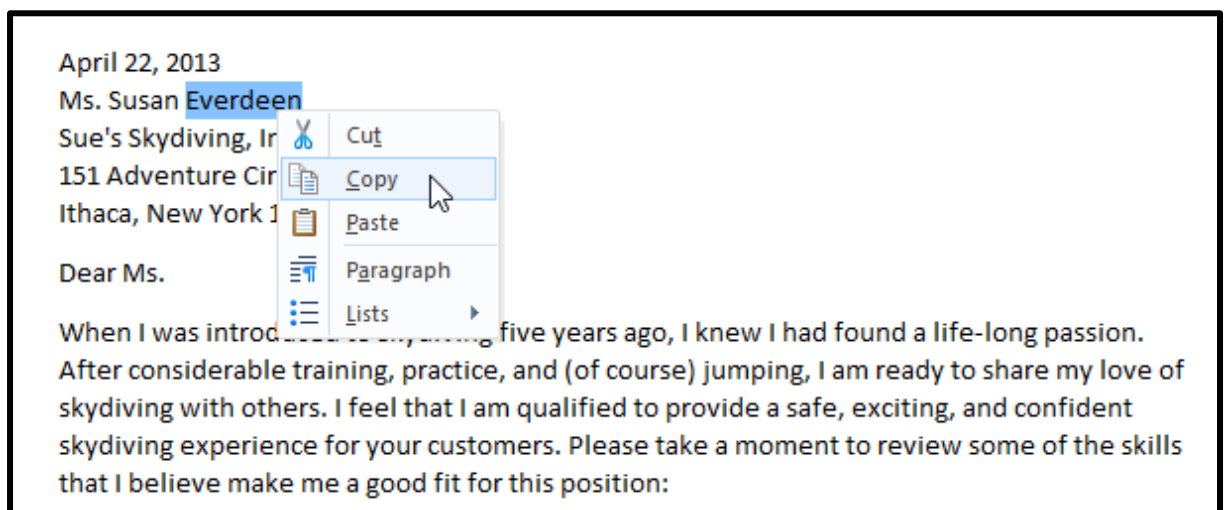


## 2.2.Cut, copy, and paste

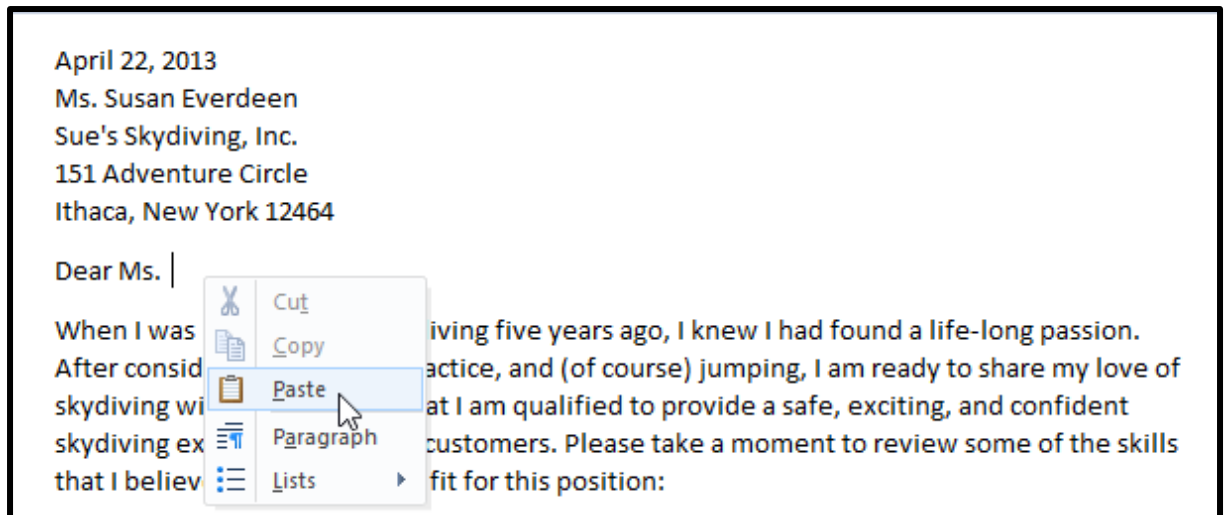
Many applications allow you to **copy** items from one place and then **paste** them to another. For example, if you're working with a word processor, you might copy and paste text to avoid typing the same thing over and over. If there's something you want to move from one place to another, you can **cut and paste** instead.

### 2.2.1. To copy and paste:

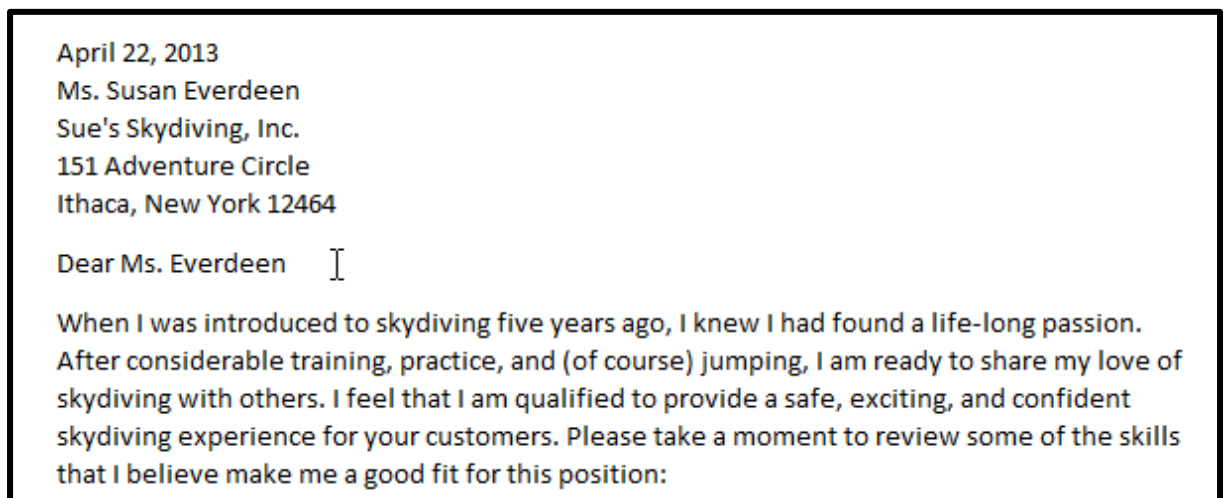
1. Select the item you want to copy. In our example, we'll select a word in a document.
2. Right-click the mouse and select **Copy** from the menu that appears. You can also press **Ctrl+C** on your keyboard.



3. Locate and right-click the desired location for the item, then select **Paste**. You can also press **Ctrl+V** on your keyboard.

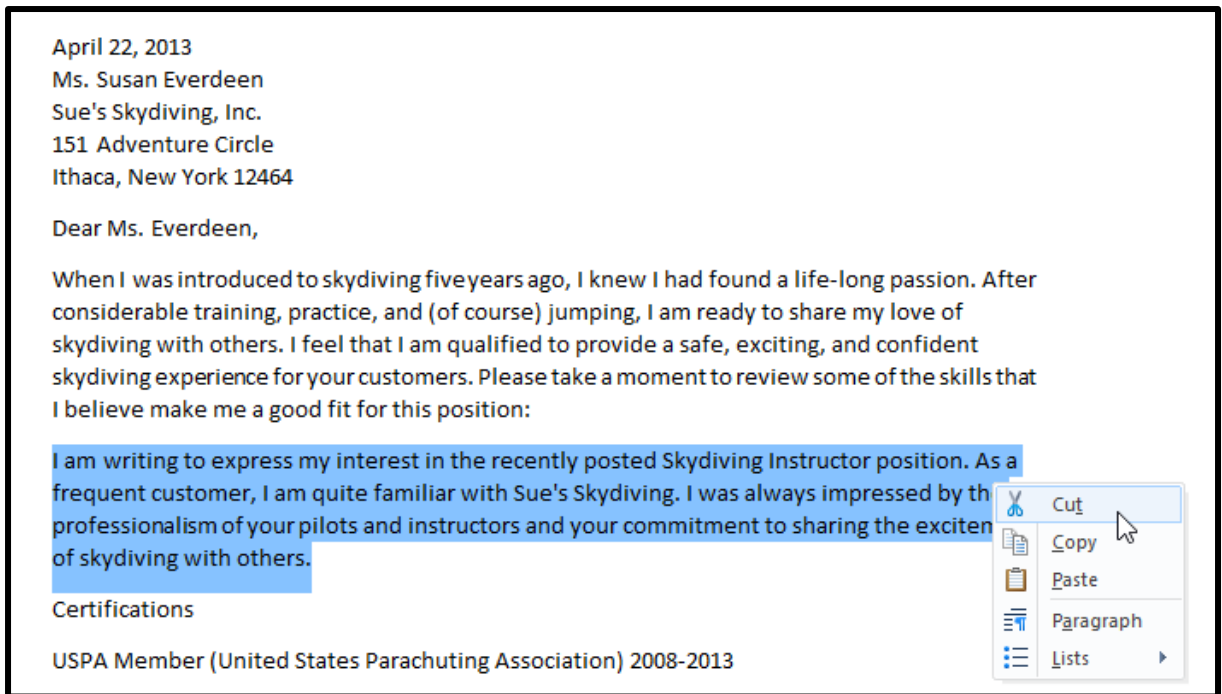


4. The item will be copied to the new location. Notice how the original text that was copied has not been moved or changed.

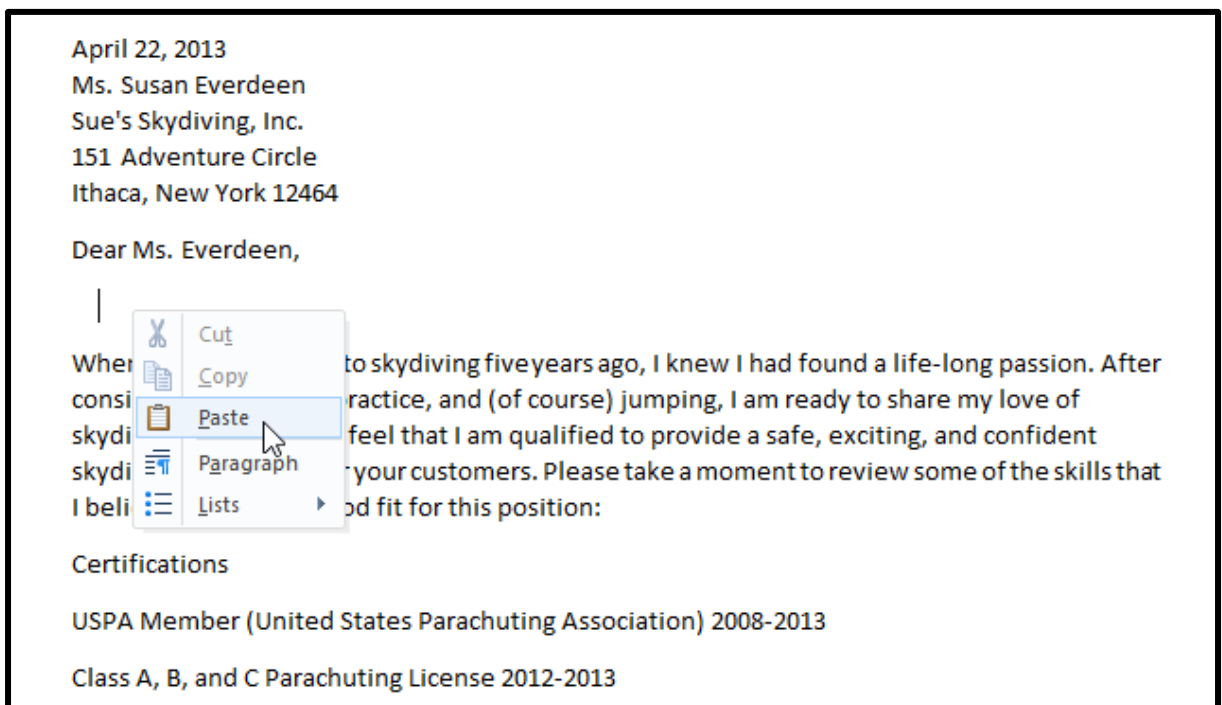


### 2.2.2. To cut and paste:

1. Select the item you want to cut. In our example, we'll select a paragraph of text in a document.
2. Right-click the mouse and select **Cut** from the menu that appears. You can also press **Ctrl+X** on your keyboard.



3. Locate and right-click the desired location for the item, then select **Paste**. You can also press **Ctrl+V** on your keyboard.



4. The item will be pasted, or moved, to the new location. In our example, we used the cut and paste commands to move the second paragraph above the first paragraph.

April 22, 2013  
Ms. Susan Everdeen  
Sue's Skydiving, Inc.  
151 Adventure Circle  
Ithaca, New York 12464

Dear Ms. Everdeen,

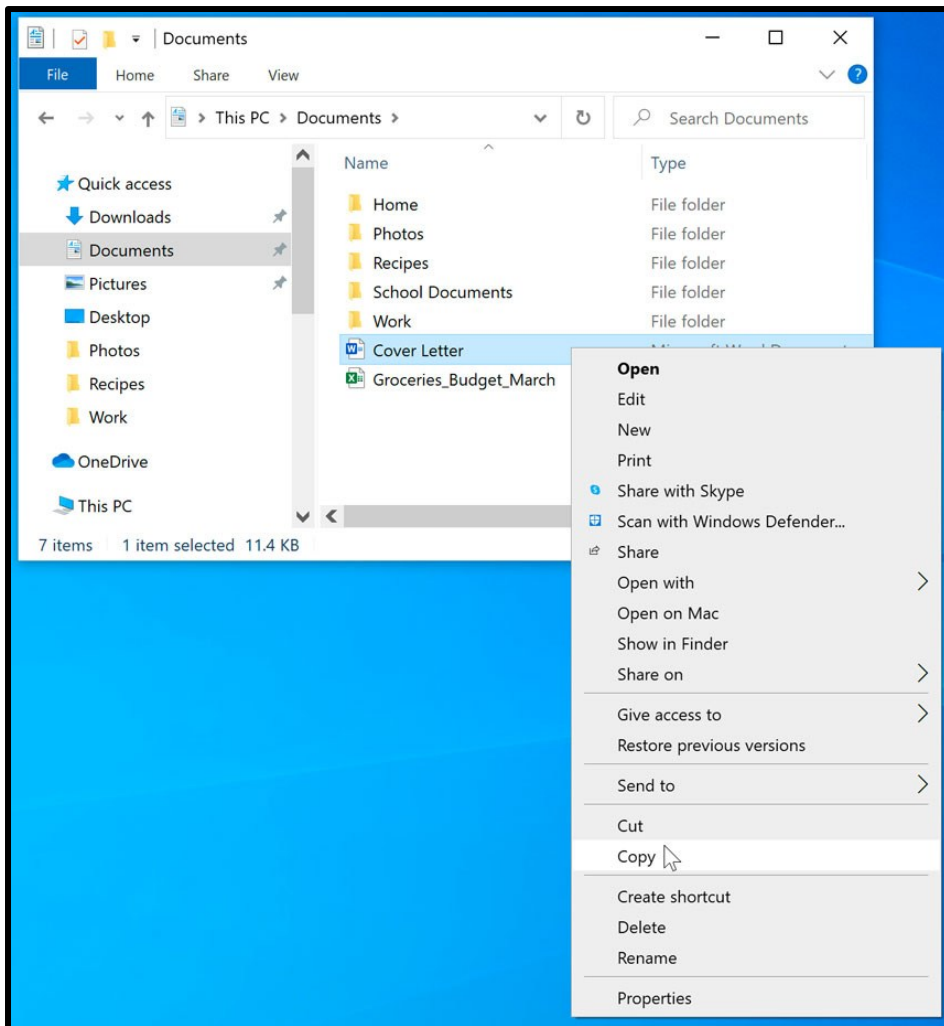
I am writing to express my interest in the recently posted Skydiving Instructor position. As a frequent customer, I am quite familiar with Sue's Skydiving. I was always impressed by the professionalism of your pilots and instructors and your commitment to sharing the excitement of skydiving with others.

When I was introduced to skydiving five years ago, I knew I had found a life-long passion. After considerable training, practice, and (of course) jumping, I am ready to share my love of skydiving with others. I feel that I am qualified to provide a safe, exciting, and confident skydiving experience for your customers. Please take a moment to review some of the skills that I believe make me a good fit for this position:

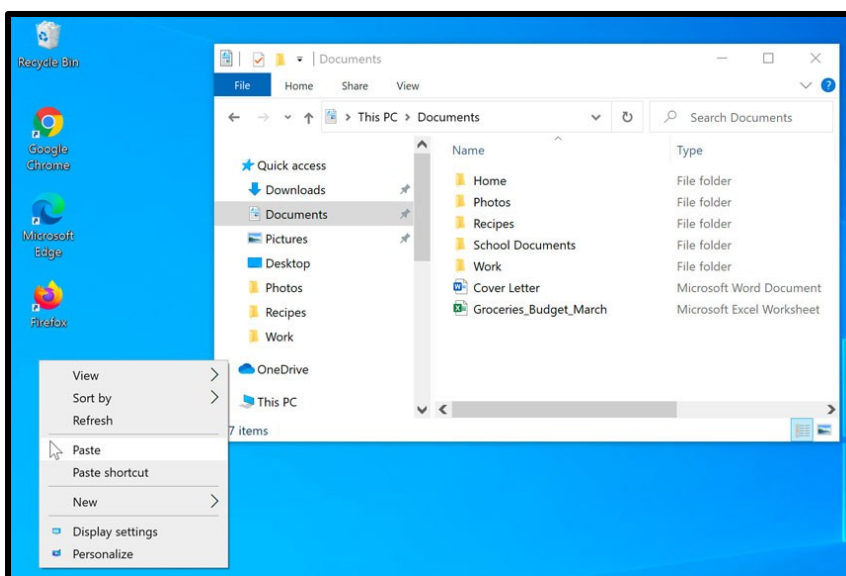
### 2.2.3. To copy and paste files:

You can use the cut, copy, and paste commands for a variety of tasks on your computer. For example, if you wanted to create a **duplicate** copy of a file, you could **copy it** from one folder to another.

1. Right-click the file and select **Copy** from the menu that appears. You can also press **Ctrl+C** on your keyboard.

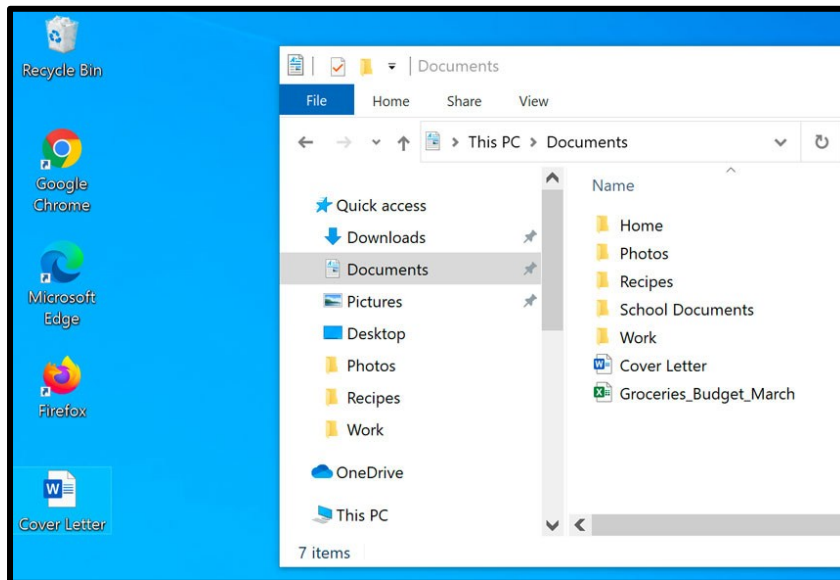


2. Locate and right-click the new location, then select **Paste**. You can also press **Ctrl+V** on your keyboard. In our example, we'll paste the file to the **desktop**.





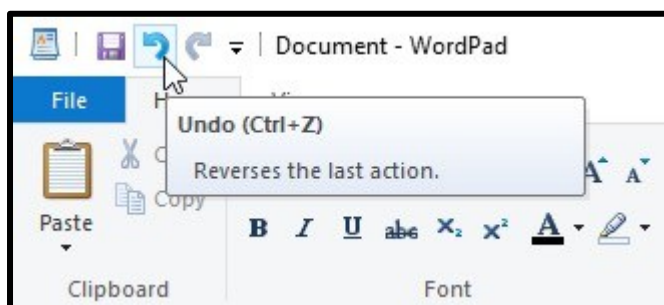
3. The duplicate file will appear. Notice how the original file has not been moved or changed. Also, note that if you make a change to the original file, it will **not** update any copies of that file.



Copying a file is **not** the same as creating a shortcut.

## 2.3.Undoing changes

Let's say you're working on a text document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Most applications allow you to **undo your most recent action** when you make a mistake like this. Just locate and select the **Undo** command, which is usually in the upper-left corner of the window near the Menu bar. You can also press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.



Note that the Undo command will work almost all of the time, but not in every situation. For example, if you empty the Recycle Bin to permanently delete a file, you can't undo the action.

Now you know some of the most commonly used commands, which you'll be able to use in almost any application on your computer. As we mentioned earlier in this lesson, you can also use **keyboard shortcuts** to perform these commands even faster.

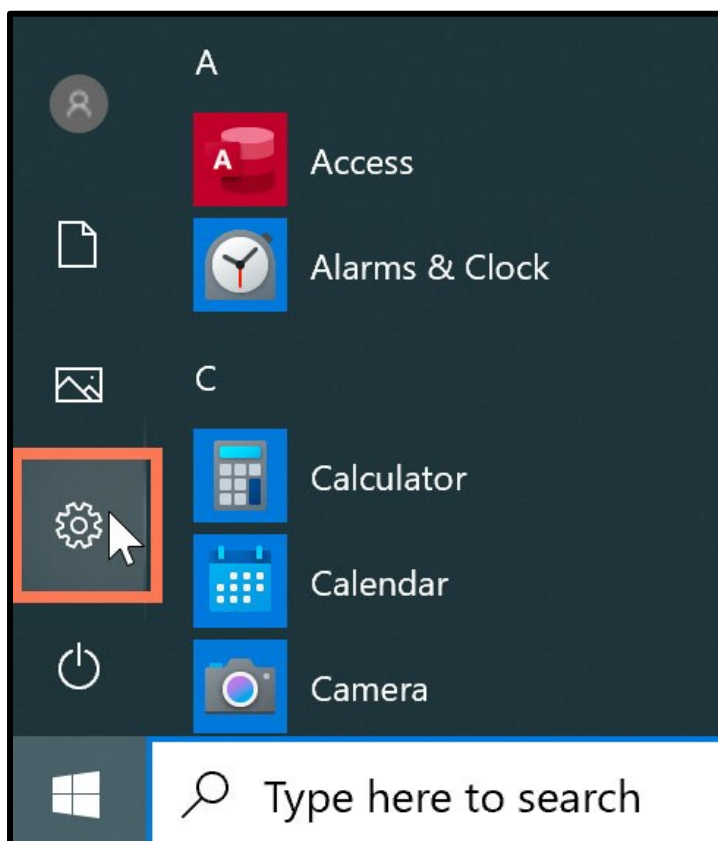
## 2.4.Adjusting your settings

At some point, you may want to adjust your computer's **settings**. For example, you might want to change your **desktop background** or modify your **Internet settings**. You can change these settings and more from the **Control Panel**.

However, in Windows 10, the Control Panel has mostly been replaced by the **Settings app**. The Control Panel is still available, but most of the tasks and settings are now also located in the Settings app.

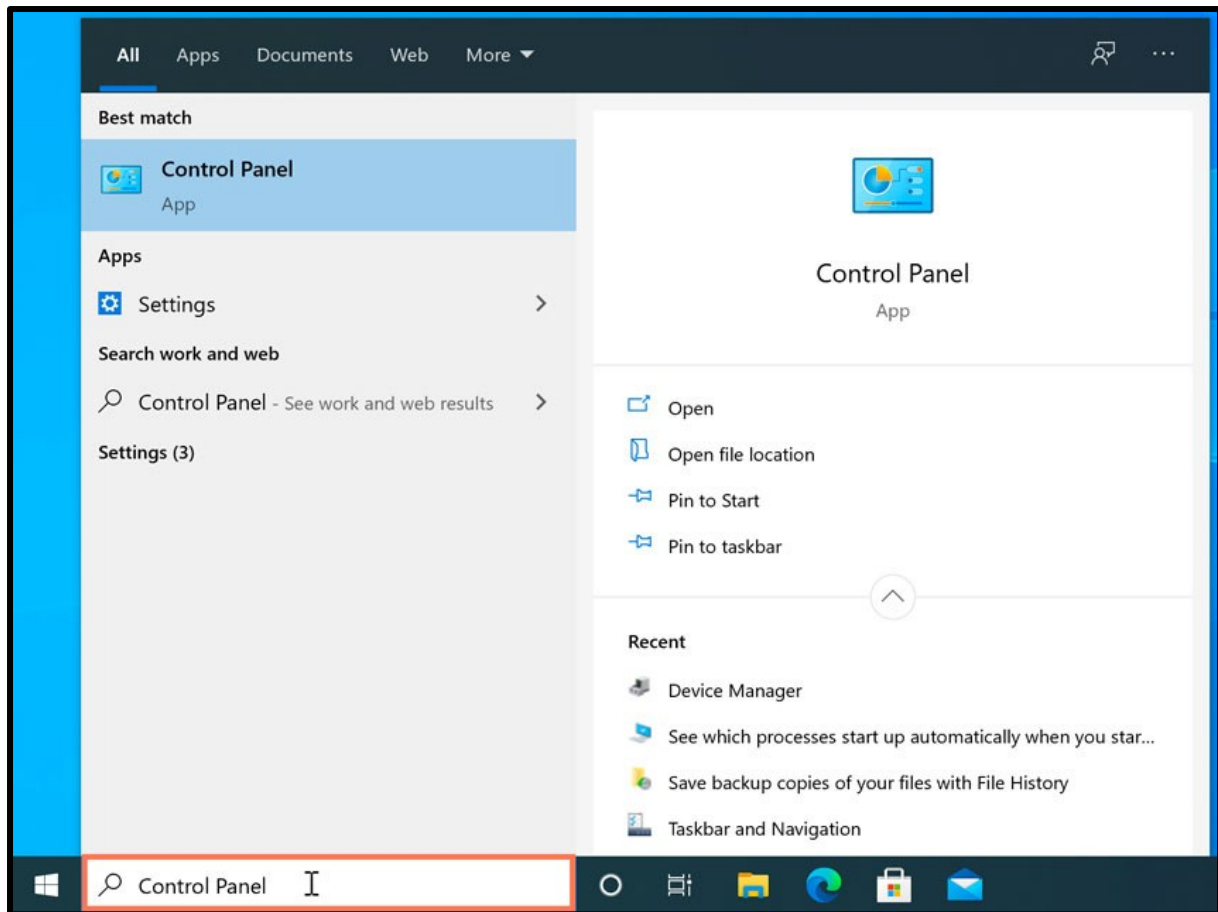
### 2.4.1. To open the Settings app (Windows 10):

Click the **Start** button, then select the **gear** icon.



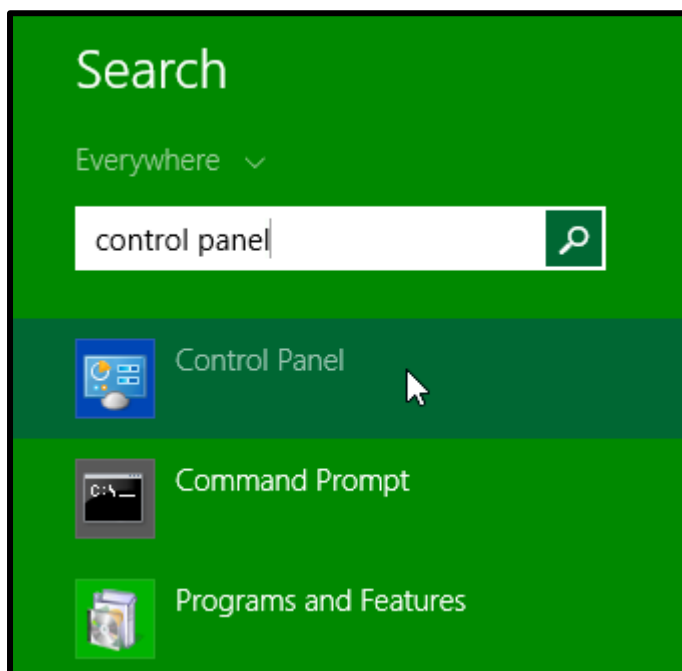
### 2.4.2. To open the Control Panel (Windows 10):

Type **Control Panel** in the **Search Box** next to the Start button. Then, select the Control Panel app from the menu.



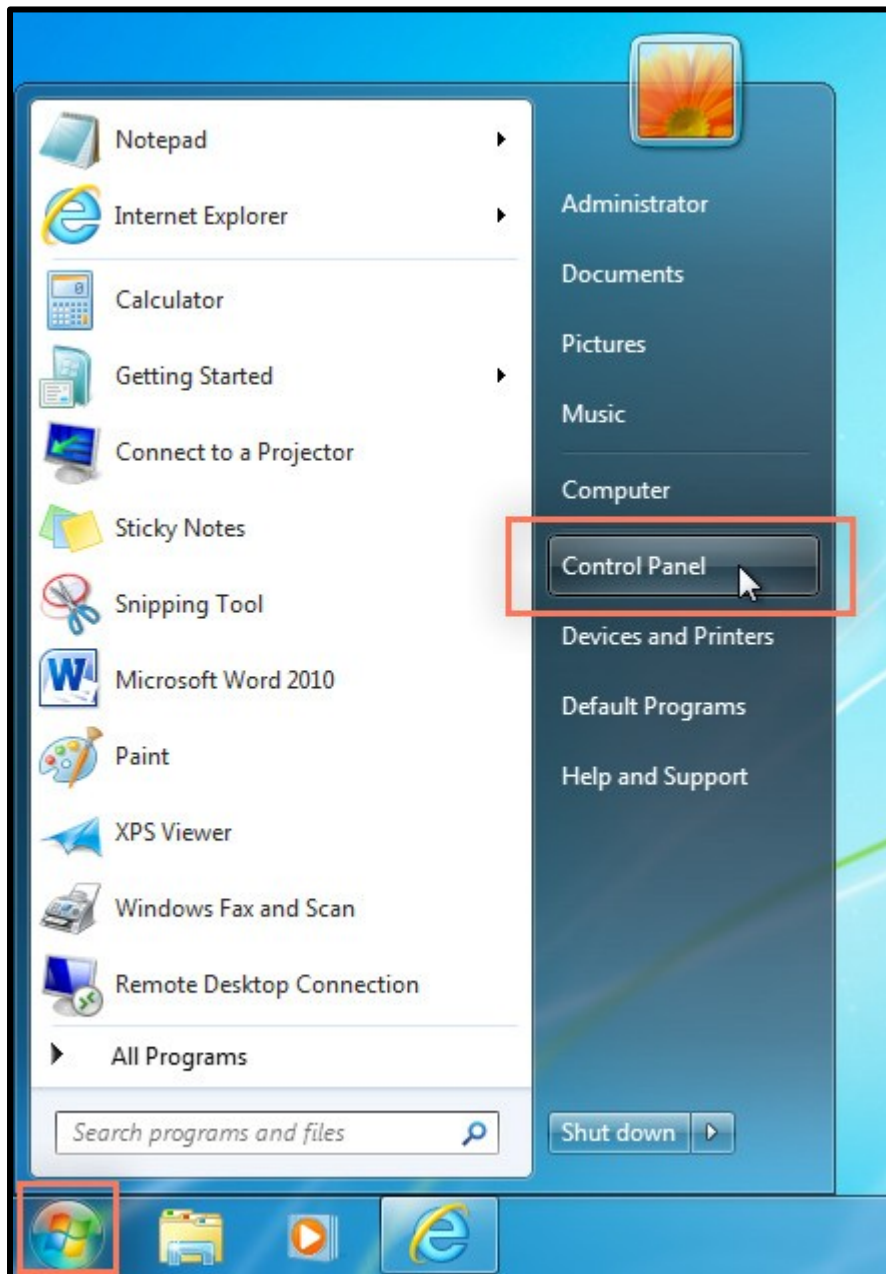
### 2.4.3. To open the Control Panel (Windows 8):

In Windows 8, you can open the Control Panel directly from the Start screen. Using your keyboard, type **Control Panel** and press the **Enter** key.



#### 2.4.4. To open the Control Panel (Windows 7 and earlier):

1. Click the **Start** button, then select **Control Panel**.

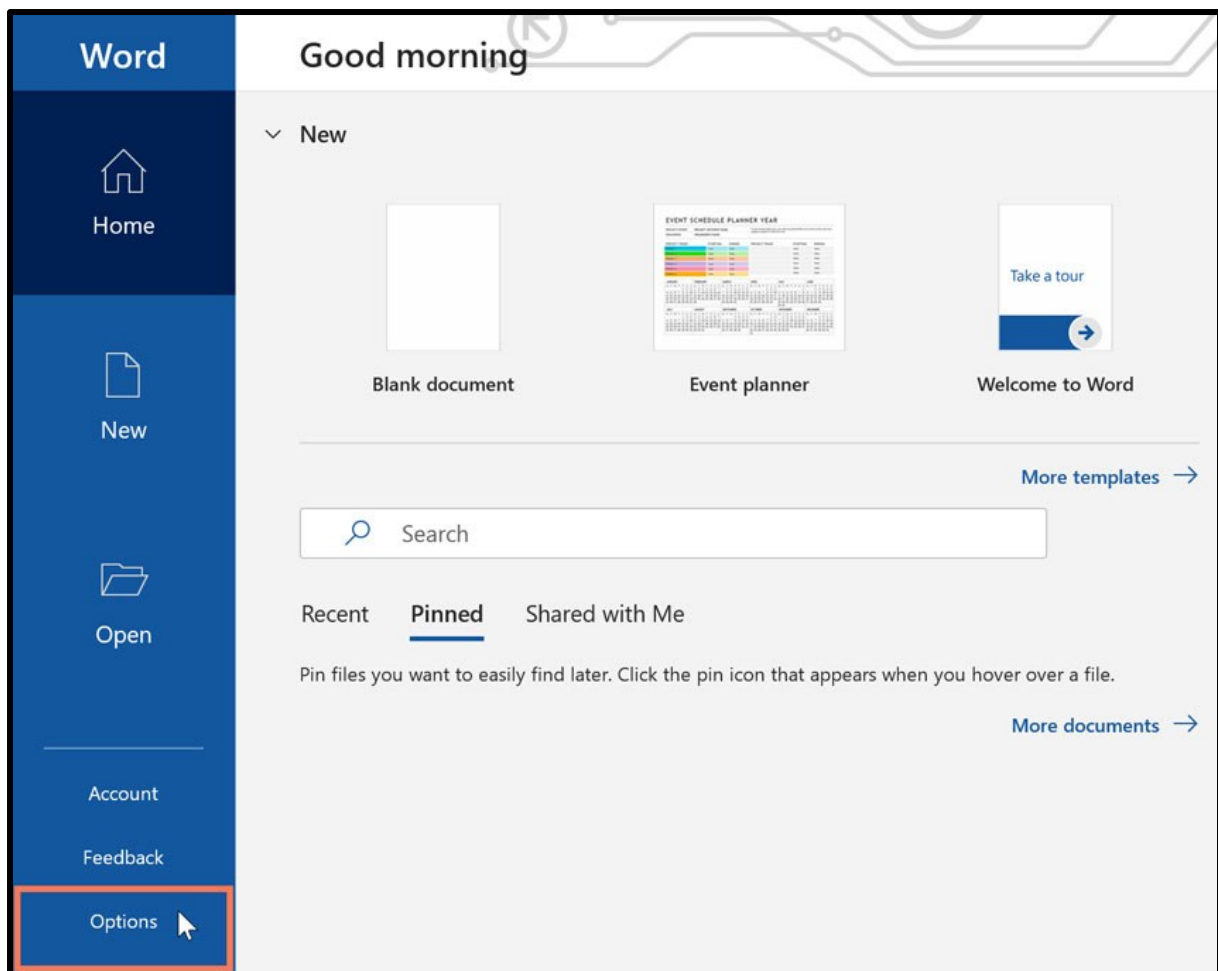


2. The Control Panel will appear. Simply click a setting to adjust it. In this example, we'll click **Change desktop background** to choose a new wallpaper for our desktop.



## 2.4.5. Adjusting application settings

You'll also be able to change the settings for different **applications** on your computer. You will usually find application settings under **File > Options**, **Tools > Options**, or within a separate **Settings** menu. Keep in mind that the location will vary, and some applications may not have any settings you can change.

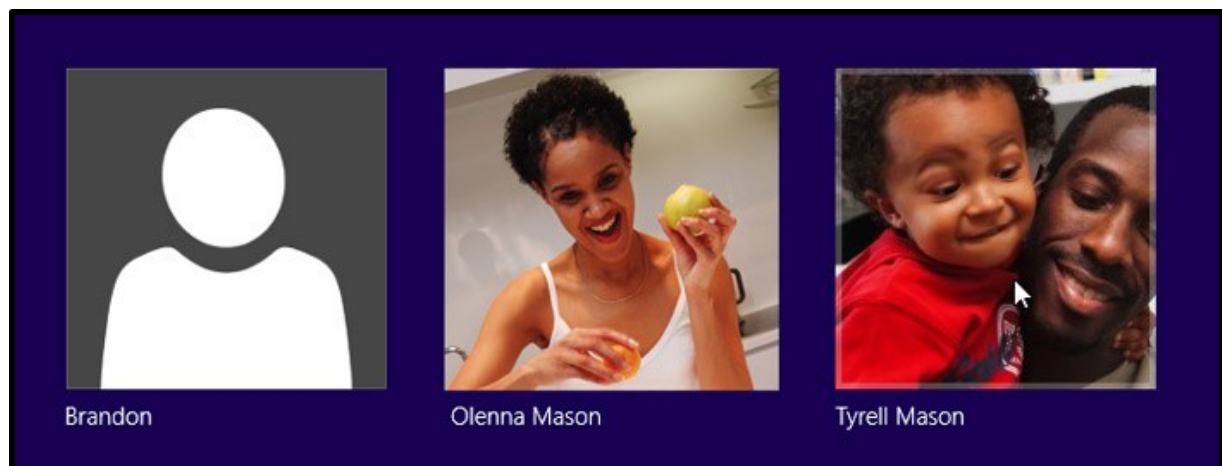


## 2.5. Understanding user accounts

A **user account** allows you to **sign in** to your computer. By default, your computer already has one user account, which you were required to create when you set up your computer. If you plan to share your computer with others, you can create a **separate user account** for each person.

### 2.5.1. Why use separate user accounts?

At this point, you may be wondering why you would even need to use separate user accounts. But if you're sharing a computer with multiple people—for example, with your family or at the office—user accounts allow everyone to save their own files, preferences, and settings without affecting other computer users. When you start your computer, you'll be able to choose which account you want to use.



### 2.5.2. Administrator, Standard, and Managed accounts

Before you create new user accounts, it's important to understand the different types.

- **Administrator:** Administrator accounts are special accounts that are used for making changes to system settings or managing other people's accounts. They have full access to every setting on the computer. Every computer will have at least one Administrator account, and if you're the owner you should already have a password to this account.
- **Standard:** Standard accounts are the basic accounts you use for normal everyday tasks. As a Standard user, you can do just about anything you would need to do, such as running software or personalizing your desktop.
- **Standard with Family Safety:** These are the only accounts that can have **parental controls**. You can create a Standard account for each child, then go to the **Family Safety** settings in your **Control Panel** to set website restrictions, time limits, and more.

Generally, it's safer to be signed in to a Standard account than an Administrator account. If you're logged in as an Administrator, it may actually make it easier for an **unauthorized user to make changes** to your computer. Therefore, you may want to create a Standard account for yourself, even if you're not sharing the computer with anyone. You'll still be able to make

**Administrator-level changes**; you'll just need to provide your **Administrator password** when making these changes.

## 2.6.Adding and managing user accounts

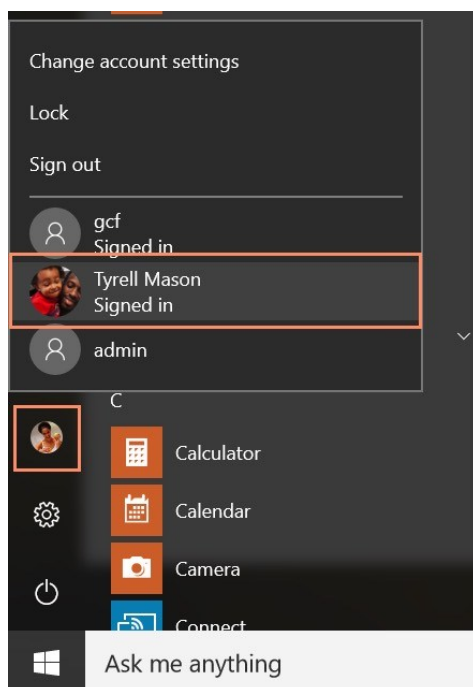
The process for adding and managing user accounts is quite different for each version of Windows.

## 2.7.Switching between user accounts

If you have multiple user accounts on your computer, it's easy to **switch between** users without signing out or closing your current apps. Switching users will **lock** the current user, so you won't need to worry about someone else accessing your account.

### 2.7.1. To switch between user accounts (Windows 10):

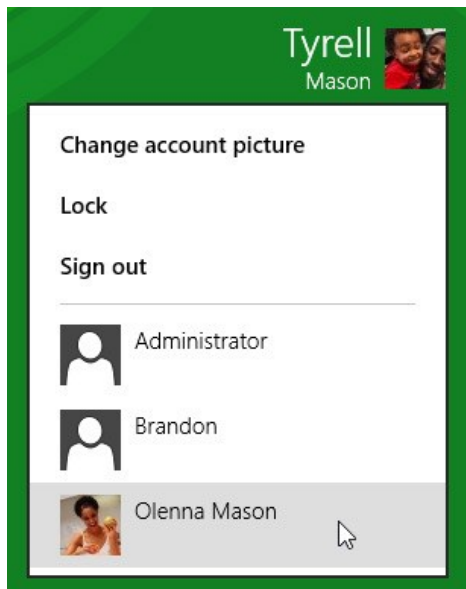
Click the **current user icon** on the left side of the **Start menu**, then select the **desired user** from the drop-down menu. The user will then need to **enter a password** to sign in.



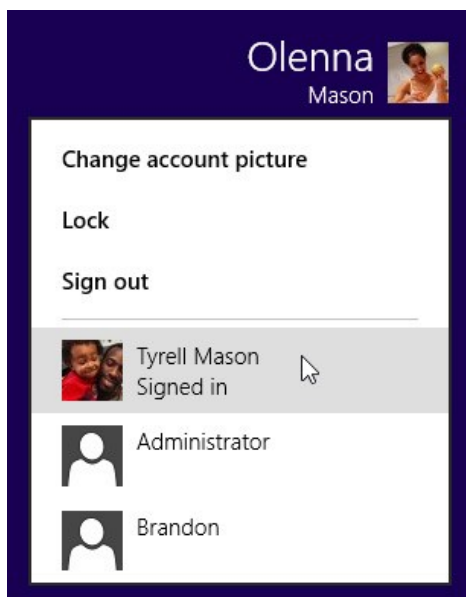
### 2.7.2. To switch between user accounts (Windows 8):

Click the **current user** in the upper-right of the **Start screen**, then select the **desired user** from the drop-down menu. The user will then need to **enter a password** to sign in.



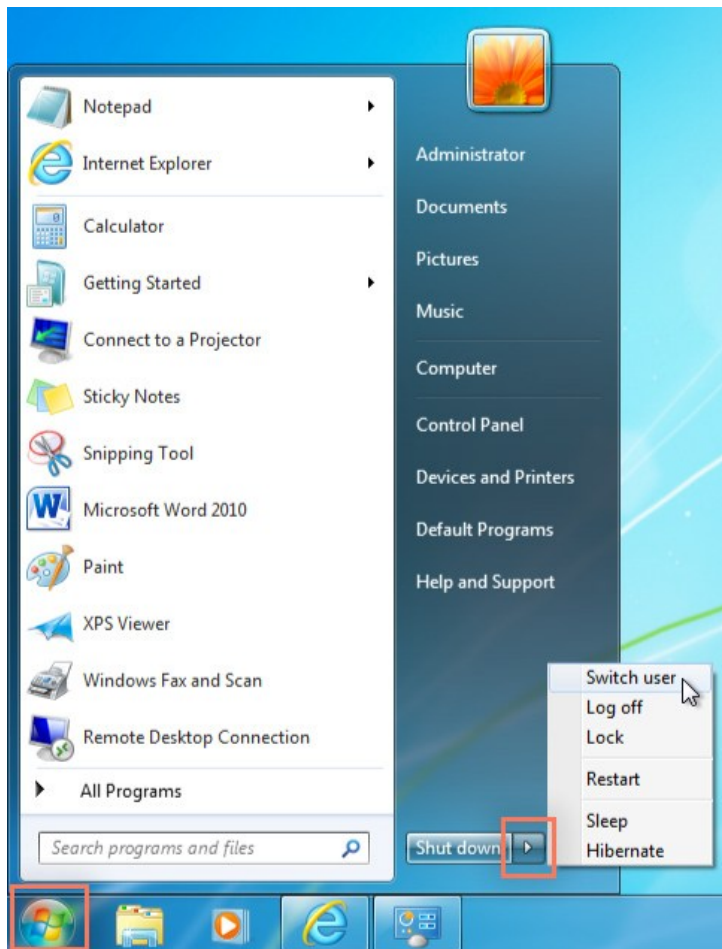


You can **switch back** by selecting the desired user from the drop-down menu. You'll need to **re-enter your password** to **unlock** the account.



### 2.7.3. To switch between user accounts (Windows 7):

Click the **Start** button, click the **arrow** next to Shut Down, and select **Switch user**.



If you're finished using the computer, you can also choose to **log off**. This will allow other users to sign in to the computer with different accounts.

## 2.8.File Explorer

File Explorer is a file manager application that you will use to navigate through folders and manage your files. File Explorer replaced Windows Explorer from previous versions of Windows.


### 2.8.1. Open File Explorer

Here's how you open File Explorer.

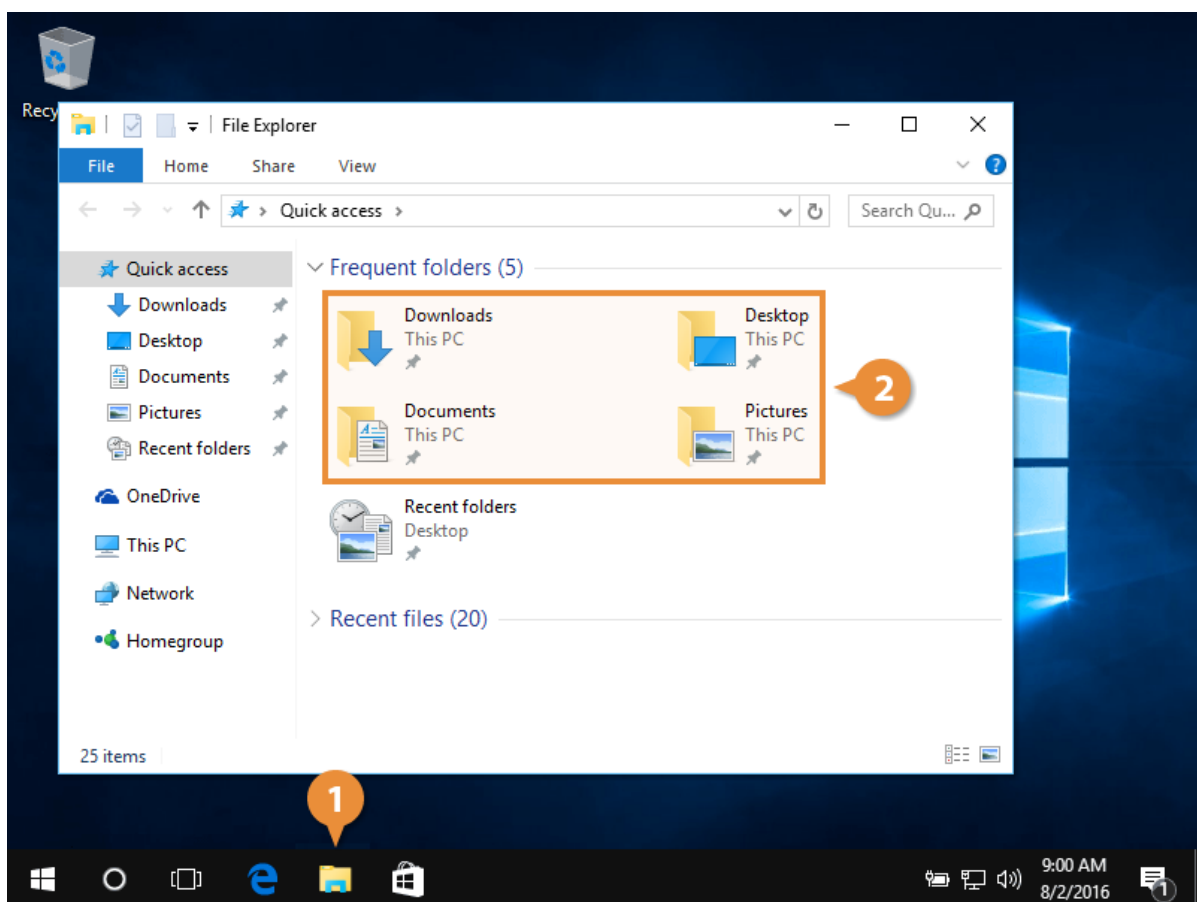
1. Click the **File Explorer** icon.

Quick Access appears, which provides quick access to commonly used folders.

You can also click the **Start** button, and then choose **File Explorer**.

Press  + **E** to open File Explorer.

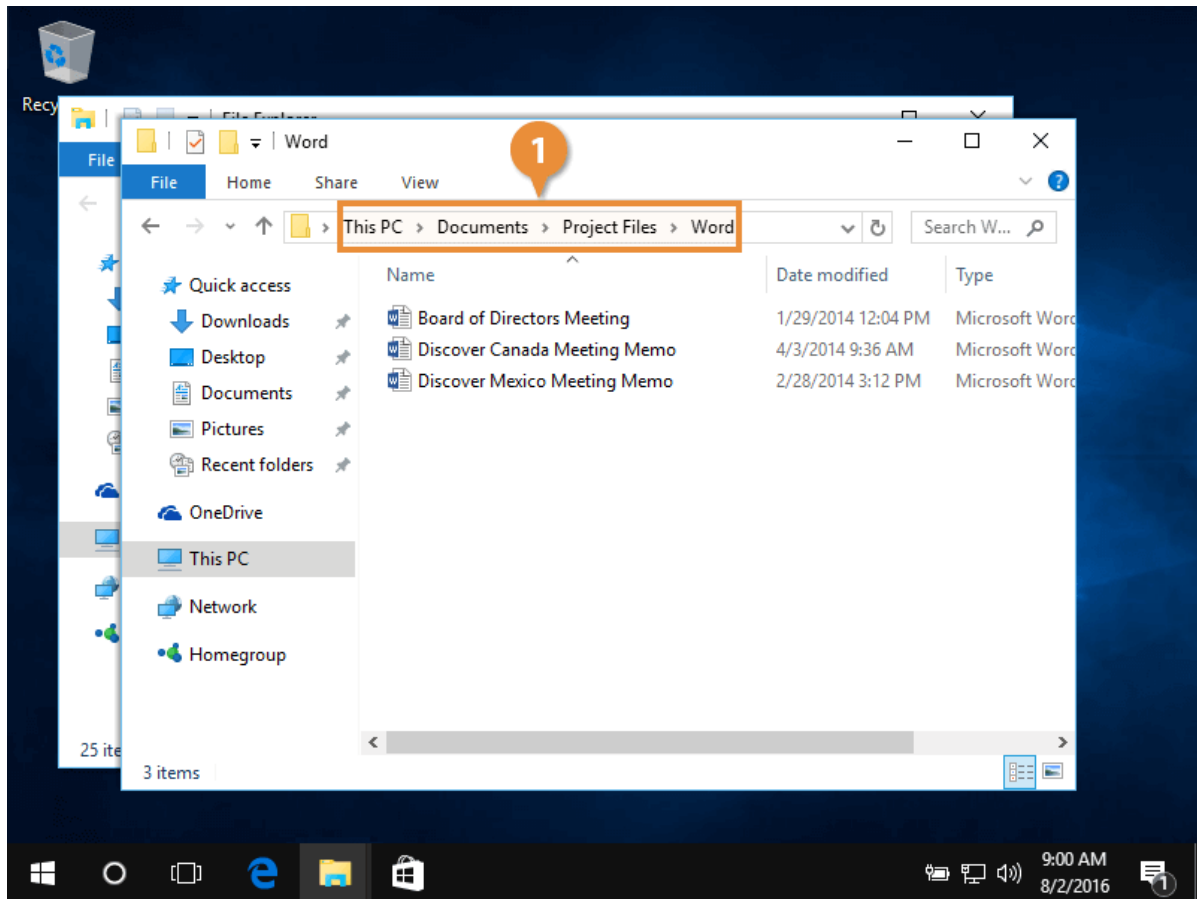
2. Open a folder by double-clicking it.



## 2.8.2. The Address Bar

The File Explorer address bar is located above the file list and provides the file path of the current folder.

1. Click a folder from within the address path to navigate to a different (i.e., higher) one.



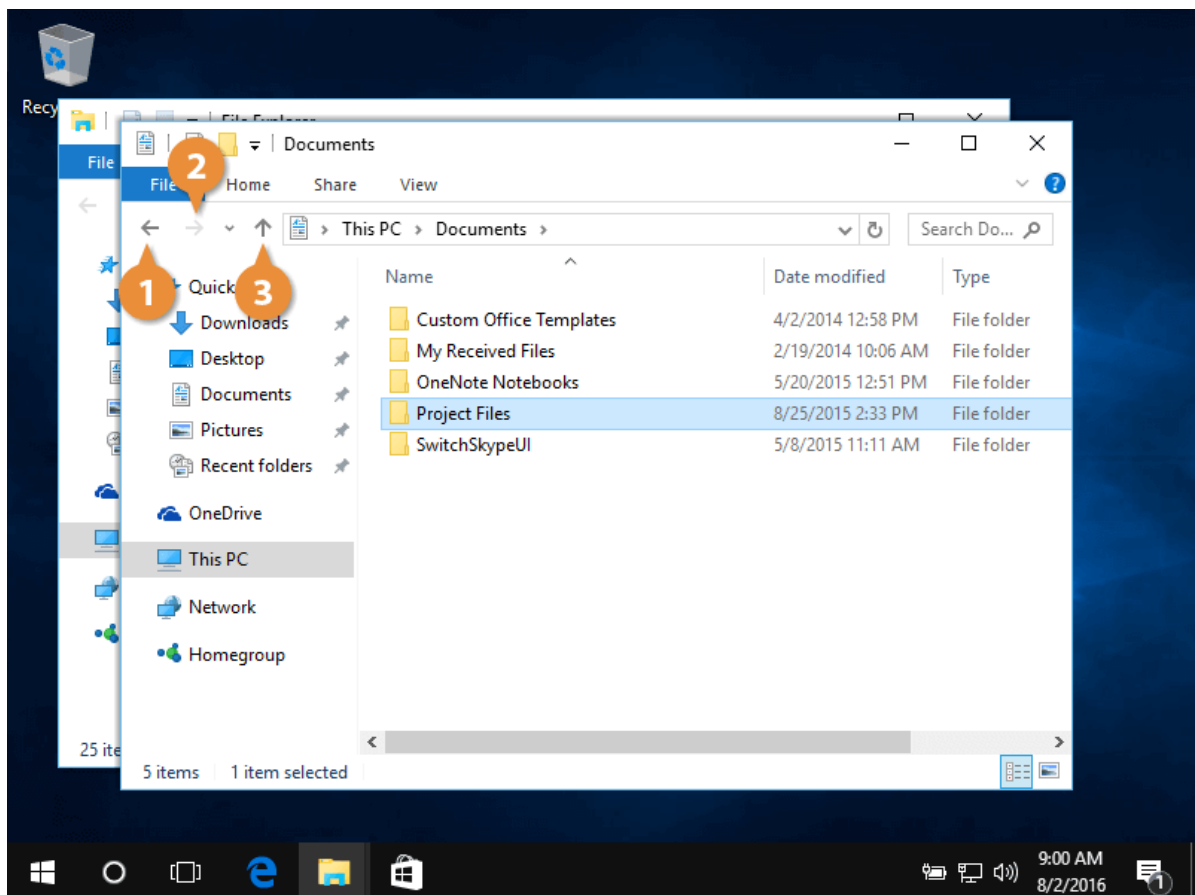
### 2.8.3. Back, Forward, and Up Buttons

The back, forward, and up buttons appear next to the File Explorer address bar and provide simple functions.

1. Click the **Back** button to return to the previously-opened folder.

This function is similar to that of using the back function in a web browser.

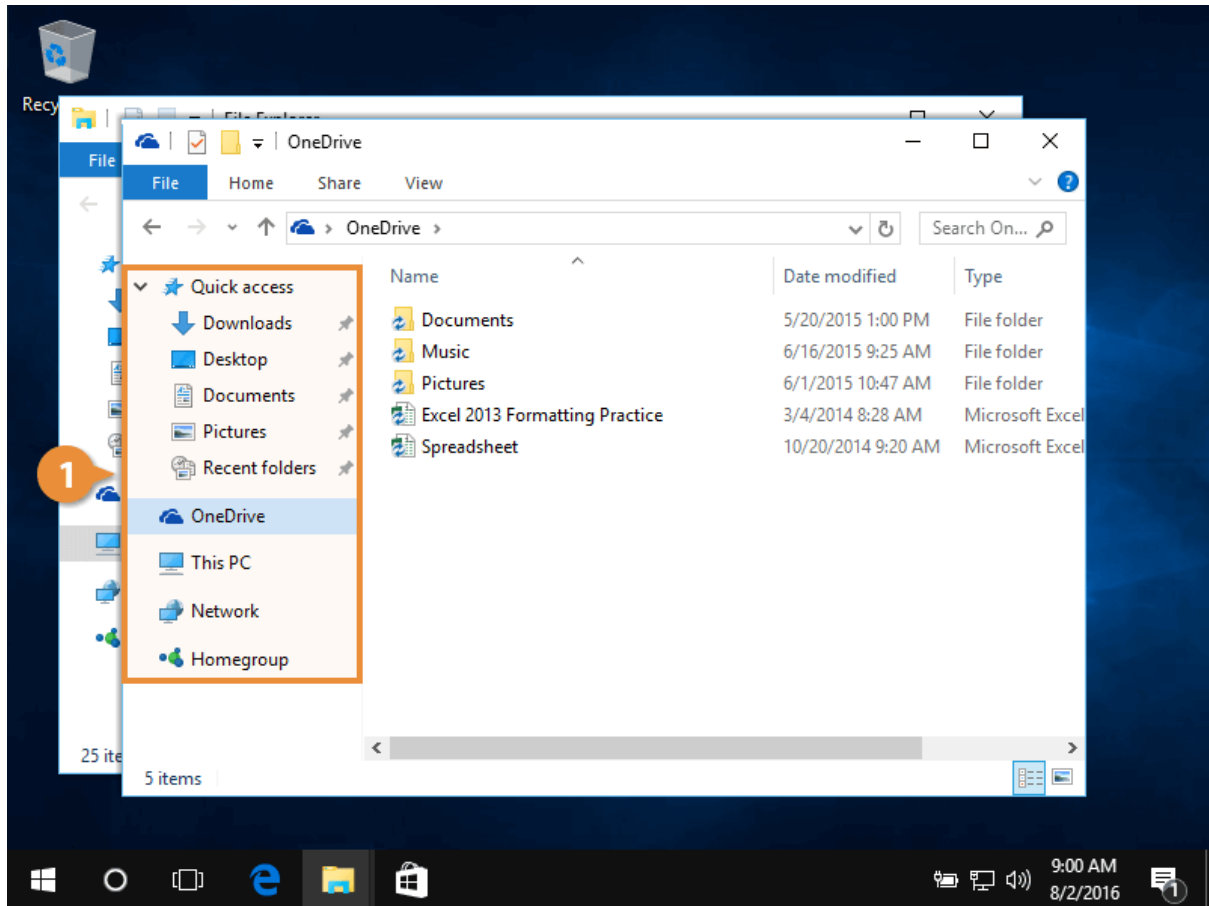
2. Click the **Forward** button to return to the folder you accessed prior to clicking the Back icon.
3. Click the **Up** button to move up one folder in the file path.



## 2.8.4. Navigation Pane

The left-hand pane of File Explorer is the Navigation Pane, which includes access to Quick Access, OneDrive, your PC, and network locations. You can easily open a folder or file from the Navigation Pane.

1. With File Explorer open, click a shortcut to open it.



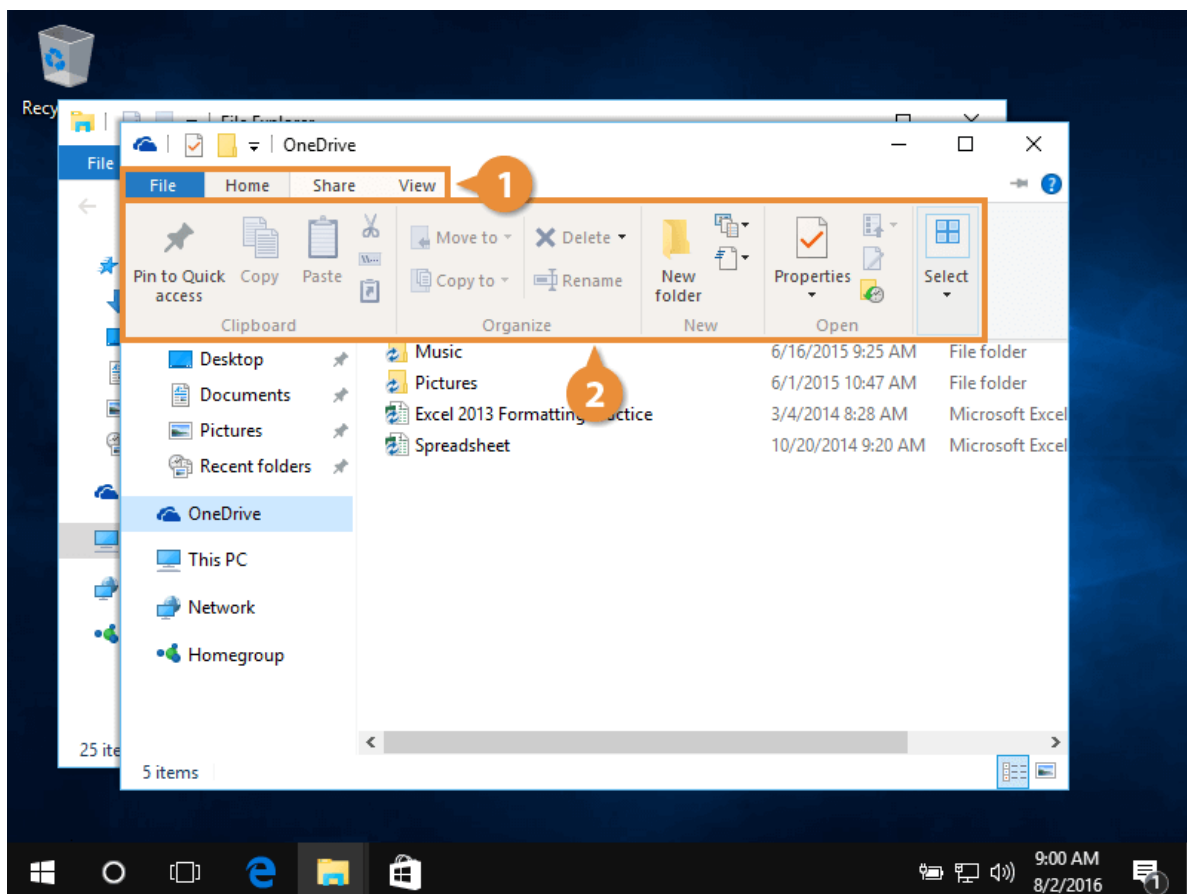
### 2.8.5. The Ribbon

Like other Windows apps and programs, File Explorer contains a ribbon, which is located above the file path, across the top of the app. It is composed of tabs filled with command buttons, which are grouped similarly based on function. Tabs and commands differ based on the what folder is open, what file is selection, or what function is being used. For example, the Picture Tools tab appears when a picture is selected, and the Drive Tools tab appears when a drive is selected.

1. Click a ribbon tab to view the File Explorer ribbon and commands.

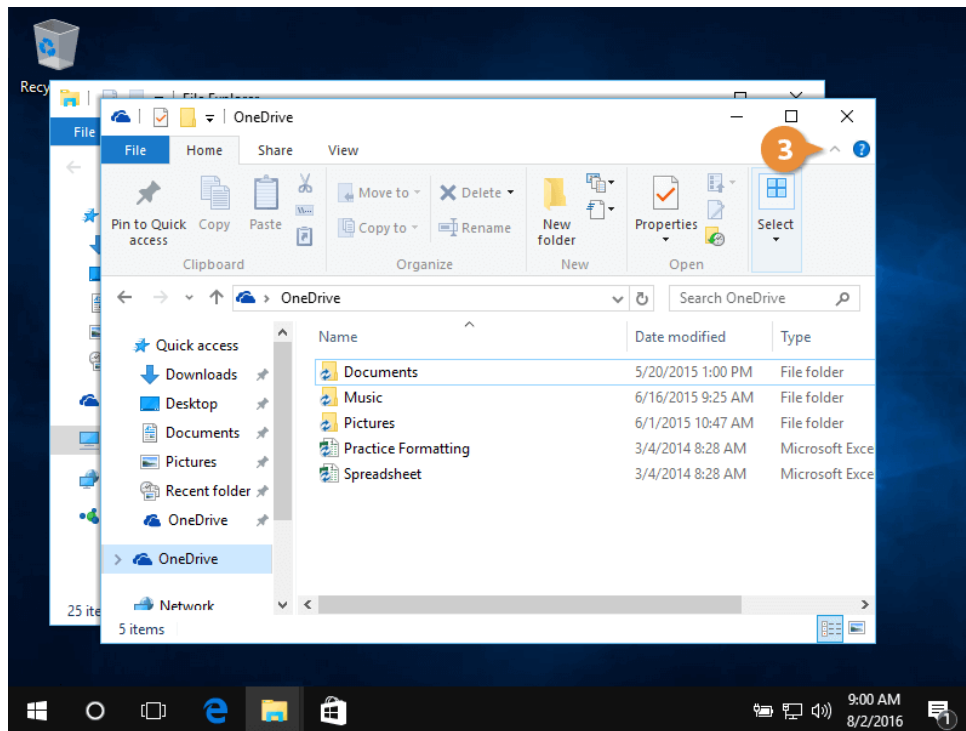
The File Explorer ribbon is hidden by default.

2. Click a command.



The ribbon will automatically hide.

3. Click the **Expand the Ribbon** button to unhide the ribbon.

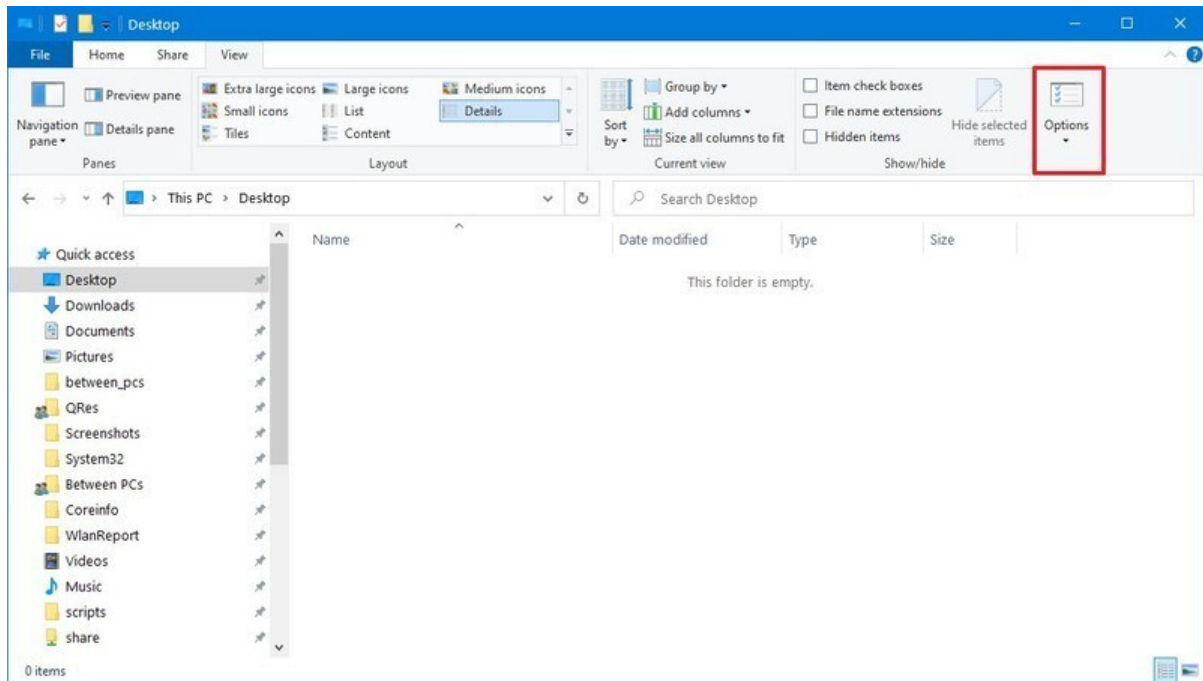




## 2.8.6. How to open on This PC instead of Quick access in File Explorer

To change the start location in File Explorer, use these steps:

1. Open **File Explorer**.
2. Click the **Options** button from the "View" tab.
3. Use the "Open File Explorer to" drop-down menu and select the **This PC** option.

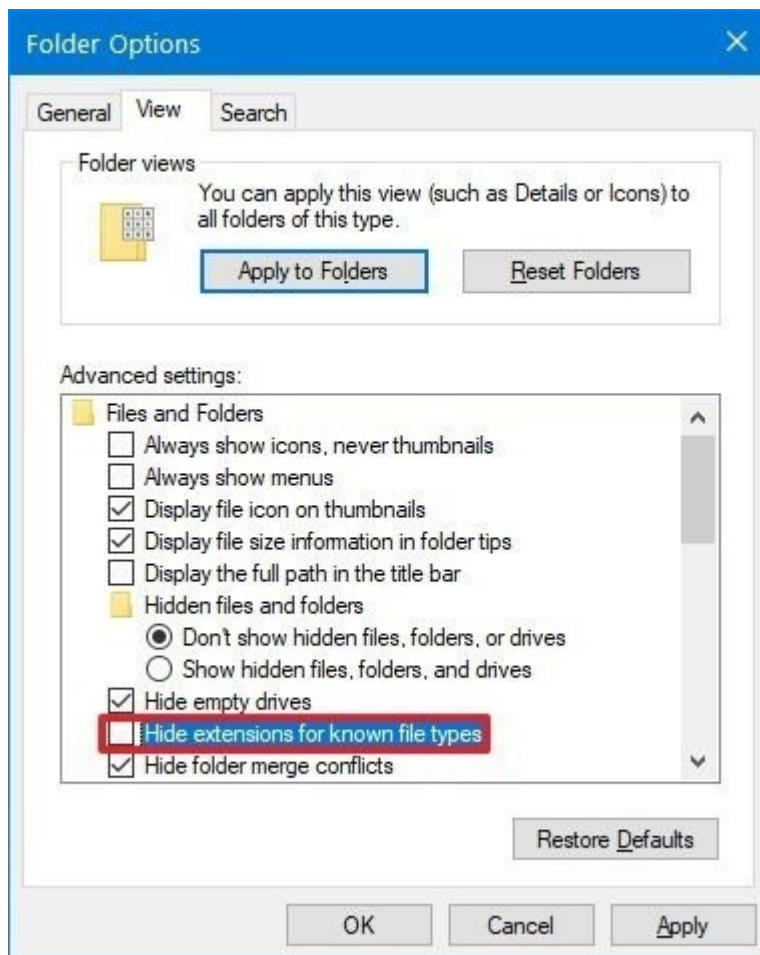


4. Click the **Apply** button.
5. Click the **OK** button.

### 2.8.7. How to show file extensions in File Explorer

To show extensions for files in File Explorer, use these steps:

1. Open **File Explorer**.
2. Click the **Options** button from the "View" tab.
3. Click the **View** tab.
4. Clear the **Hide extension for known file types** option.



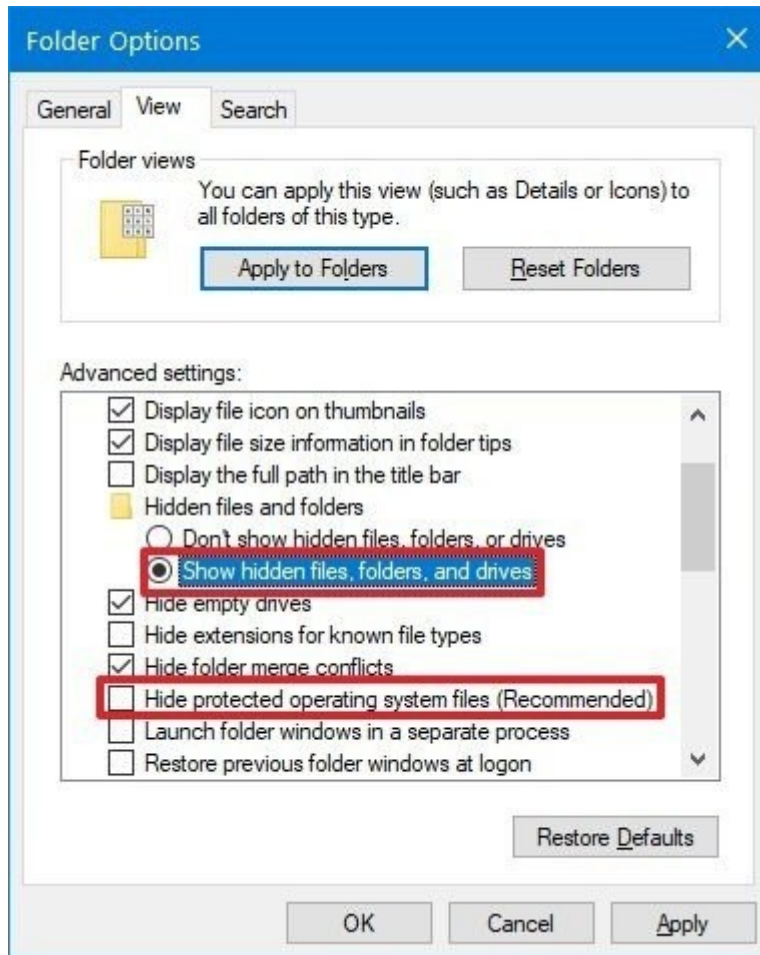
5. Click the **Apply** button
6. Click the **OK** button.

Alternatively, you can also check the **File name extensions** option from the File Explorer's ribbon **View** tab.

### 2.8.8. How to show hidden files in File Explorer

To show files with the hidden attribute set to enabled on Windows 10, use these steps:

1. Open **File Explorer**.
2. Click the **Options** button from the "View" tab.
3. Click the **View** tab.
4. Under the "Hidden files and folders" section, select the **Show hidden files, folders, and drives** option.



5. (Optional) Clear the **Hide protected operating system files** option.

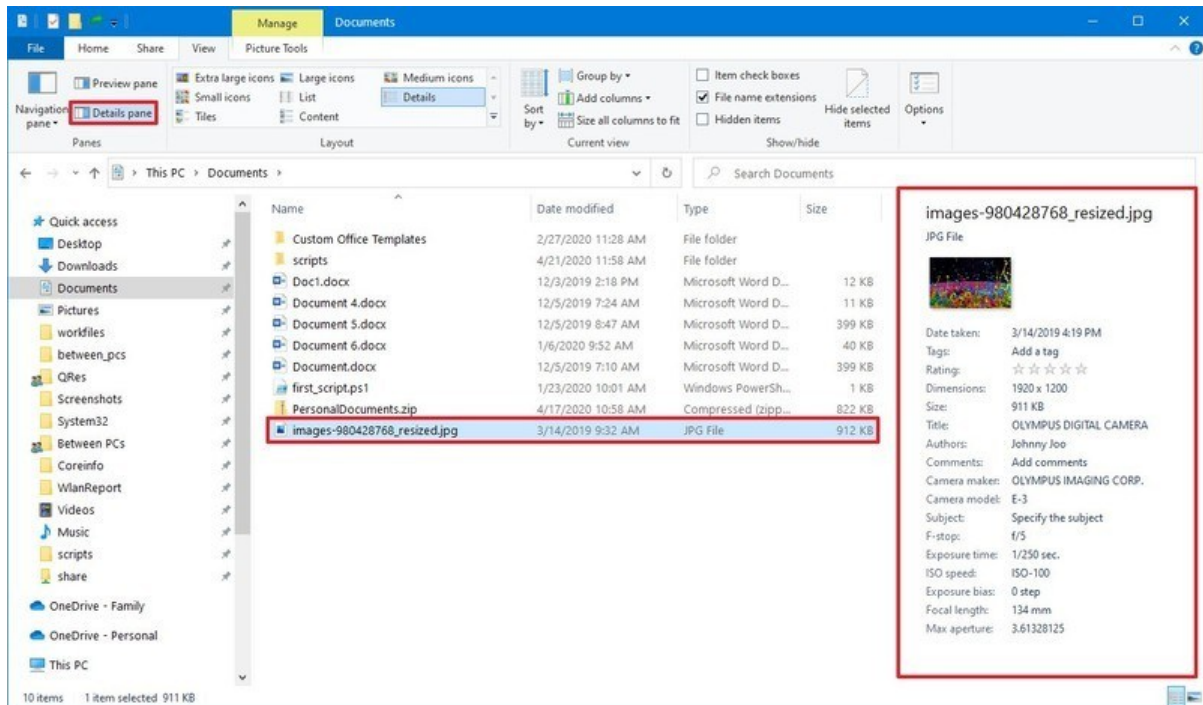
**Quick tip:** Usually, you would only use this option to troubleshoot problems with system files on Windows 10.

6. Click the **Apply** button
7. Click the **OK** button.

## 2.8.9. How to display file previews in File Explorer

To display file previews and details in File Explorer, use these steps:

1. Open **File Explorer**.
2. Click the **View** tab.
3. Click the **Preview pane** option.
4. Select the file to view a preview of its content on the right side.
5. Click the **Details** pane option.



6. Select the file to display the details (such as title, author, size, date created, etc.) on the right side.

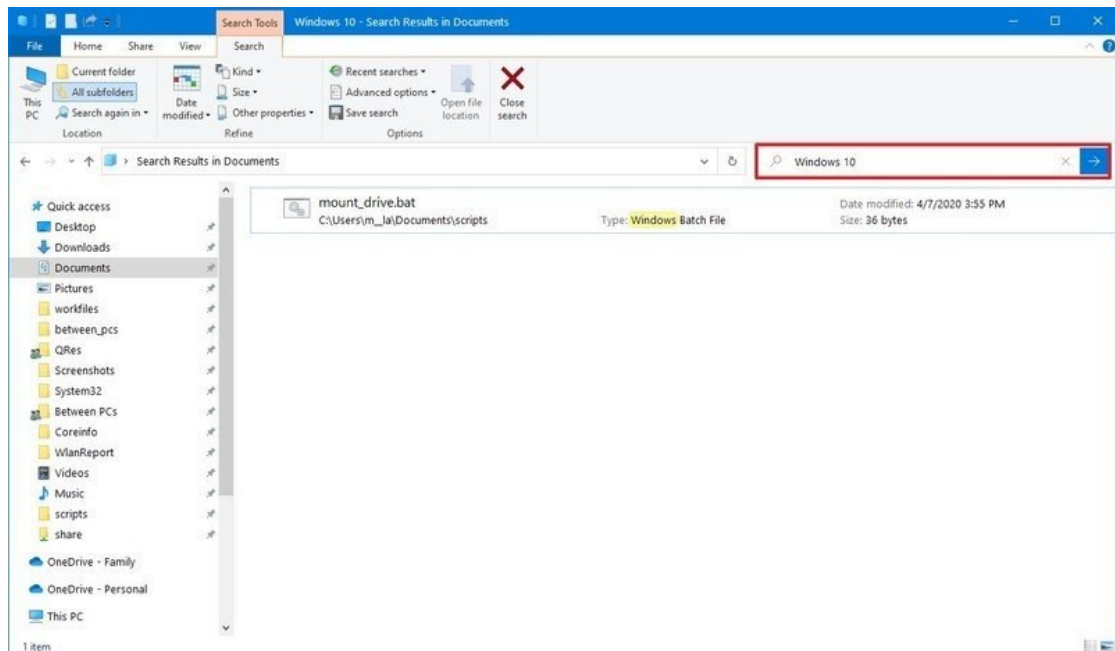
After you complete the steps, every time you select a file, depending on your configuration, you'll see the details or preview of its content on the right side.

## 2.8.10. How to use search in File Explorer

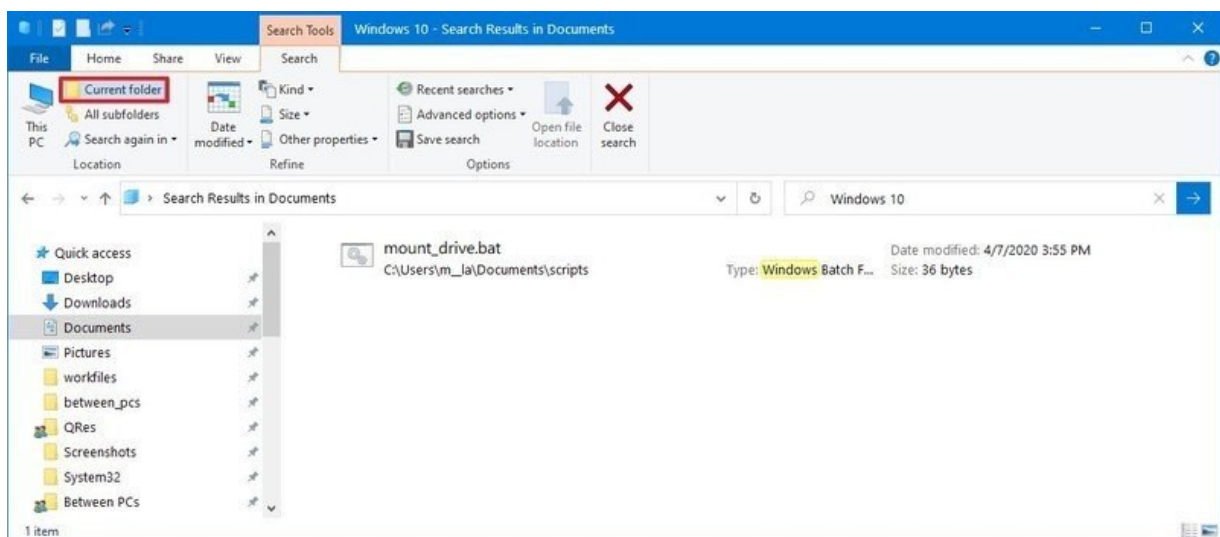
Although finding files and folders is as simple as typing the query in the search box, there are a few tips to get the most out of the feature.

To use advanced search in File Explorer, use these steps:

1. Open **File Explorer**.
2. Type the query in the search box and press **Enter**.

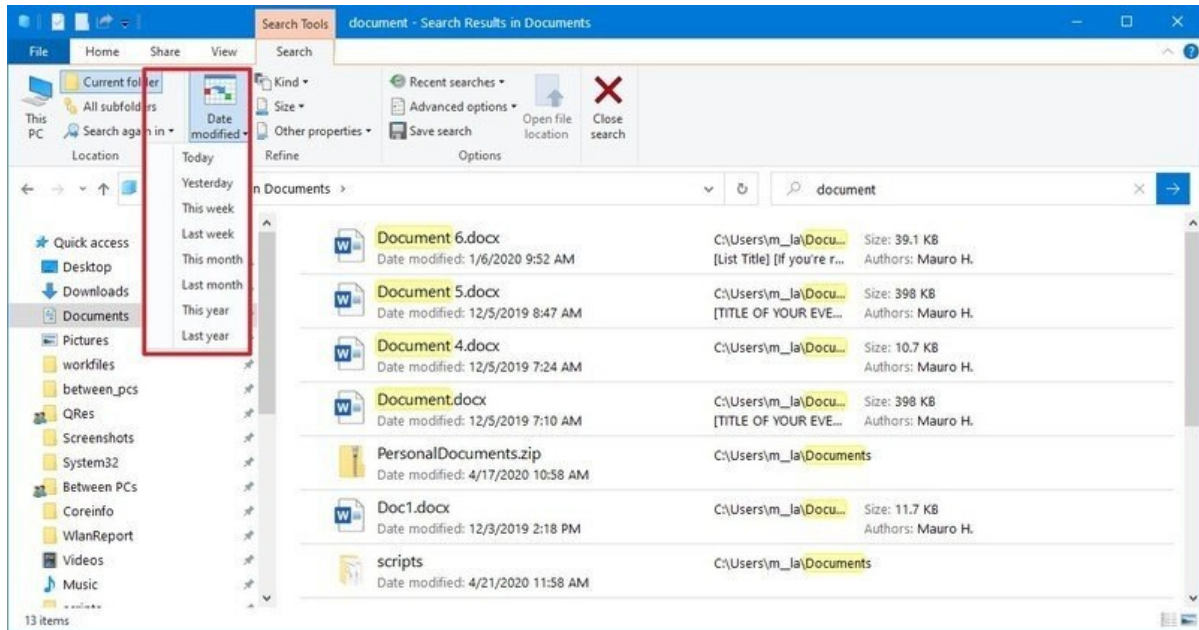


If the search doesn't include the result that you're expecting, you can use the "Search" tab to refine the result. For example, you can click the **Current folder** button to limit the search to the current location.



### 2.8.10.1. Refine search

In the case that you're looking for a file that was modified during a specific time range, you can use the **Date modified** button, and then select a time range, such as **Today**, **Yesterday**, **This week**, and to **Last Year**.

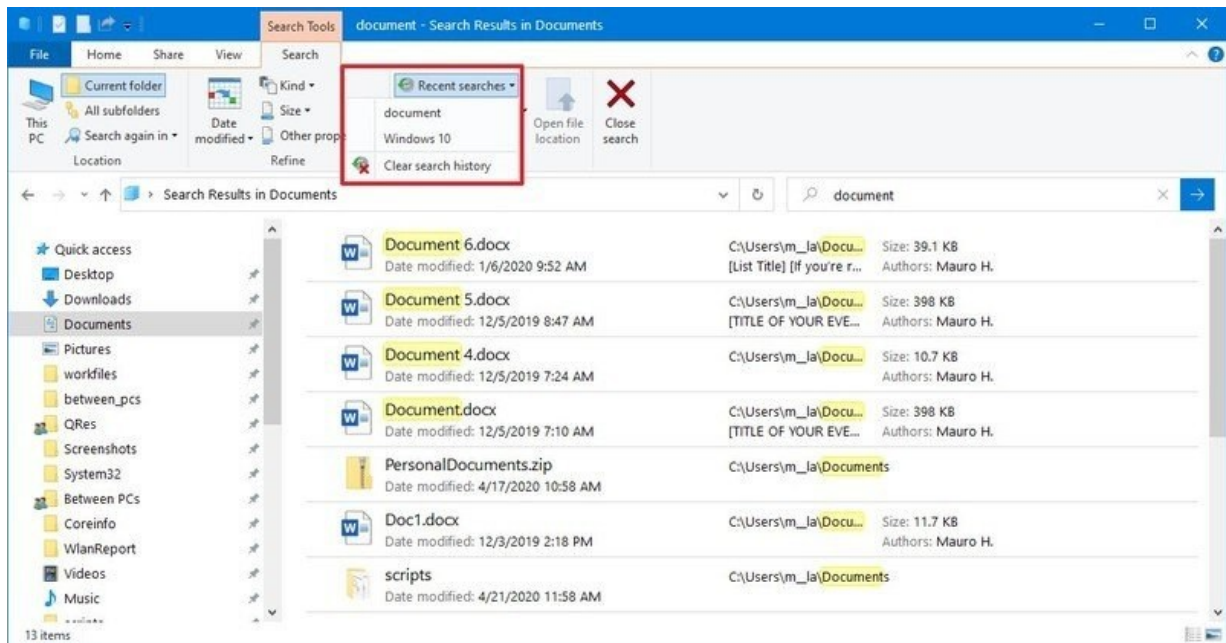


If you can't narrow down the content, you can use the "Refine" options. For instance, you can use the **Kind** option to specify the content type, such as **Document**, **Folder**, **Music**, **Picture**, **Game**, etc. In the same way, you can use the **Size** option to limit the search to files of a certain size. Or you can use the **Other properties** option to search files created by a specific author, tag, etc.

### 2.8.10.2. Search options

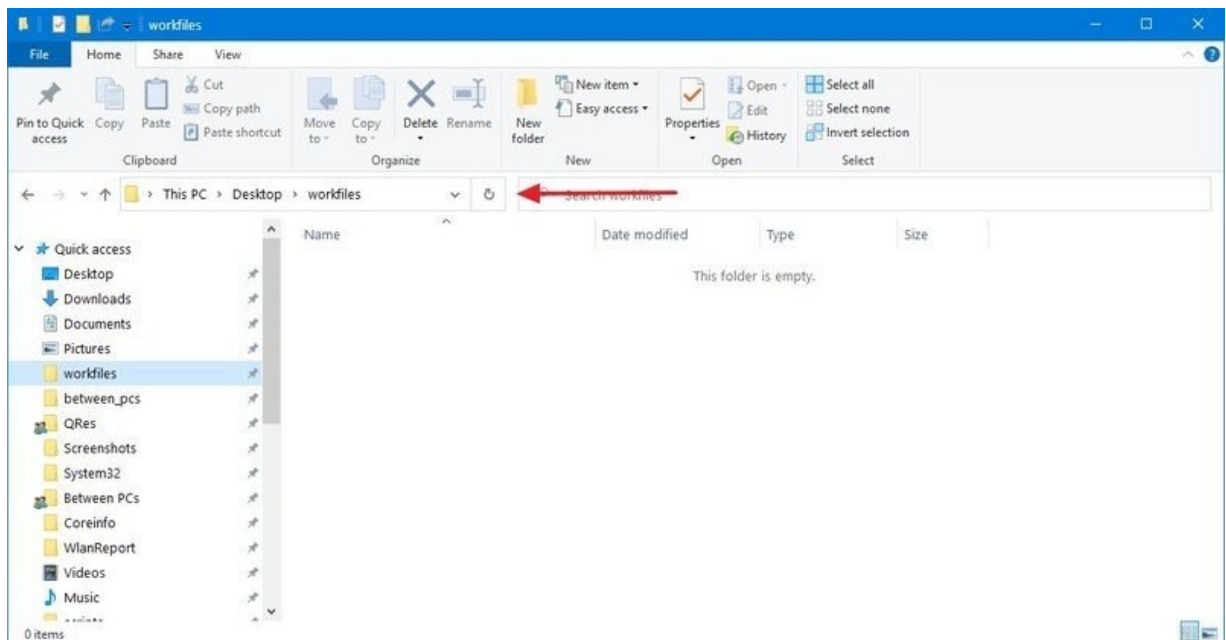
Finally, the "Options" section includes the **Recent searches** menu to quickly access previous searches, which can come in handy to reuse customized searches that you may have used in the past, and the **Advanced options** menu to include or exclude non-index locations as well as zipped folders in search results.





### 2.8.10.3. *Resize search box*

If you notice that the search box is too narrow to type a query, you can always drag the left edge of the box to make it larger.



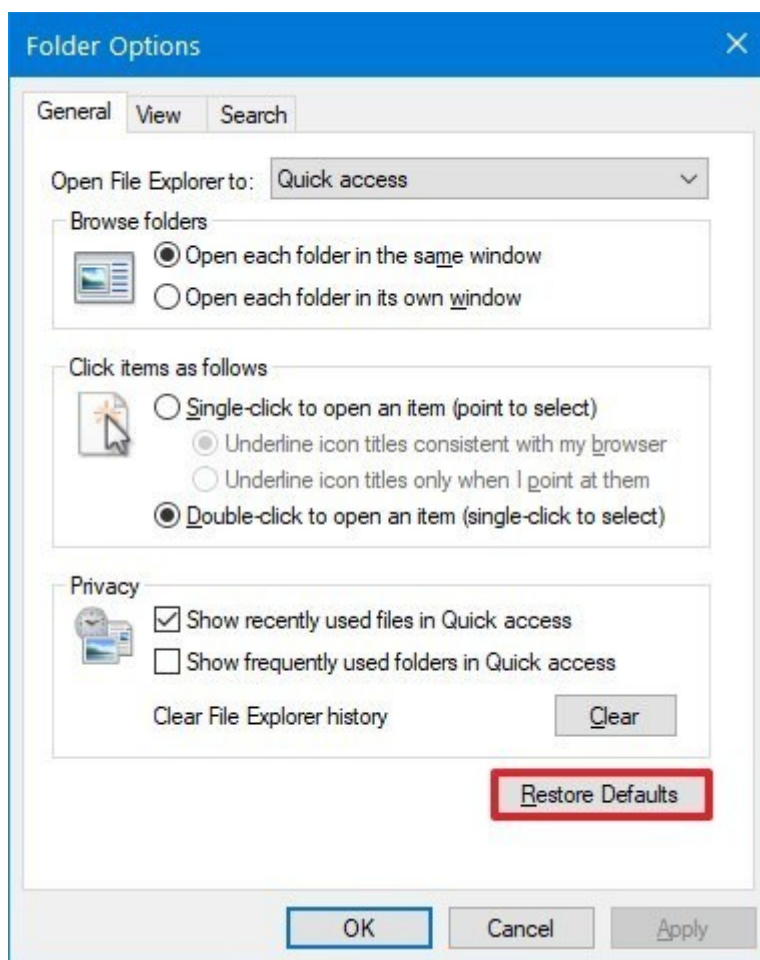
## 2.8.11. How to reset settings to default in File Explorer

Although you can restore the File Explorer original settings, there's not a switch to reset all the settings at once. Instead, you have to reset the settings individually, in groups.

### 2.8.11.1. Reset General

To reset the general File Explorer settings, use these steps:

1. Open **File Explorer**.
2. Click the **Options** button from the "Home" tab.
3. Click the **General** tab.
4. Click the **Restore Default** button.



*Source: Windows Central*

5. Click the **Apply** button.
6. Click the **OK** button.

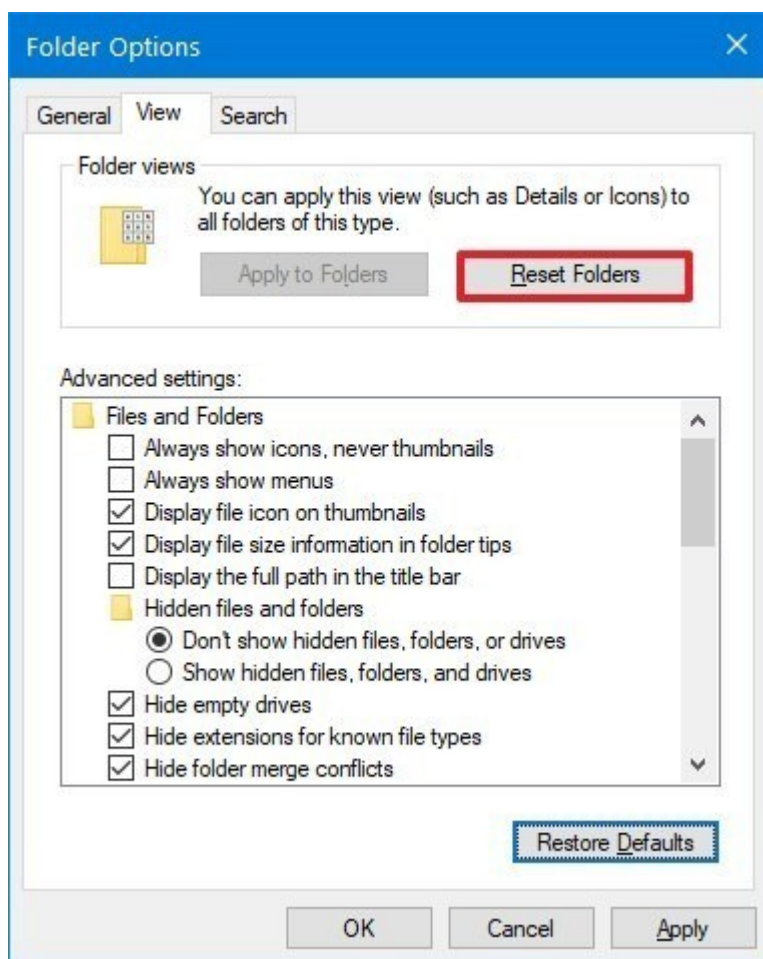
After you complete the steps, the default option to File Explorer, browse folders settings, navigation, and privacy settings will reset to their default configurations.



### 2.8.11.2. Reset folder views

To reset the folder views to their defaults in File Explorer, use these steps:

1. Open **File Explorer**.
2. Click the **Options** button from the "Home" tab.
3. Click the **View** tab.
4. Under the "Folder views" section, click the **Reset Folders** button.



Source: Windows Central

5. Click the **Apply** button.
6. Click the **OK** button.

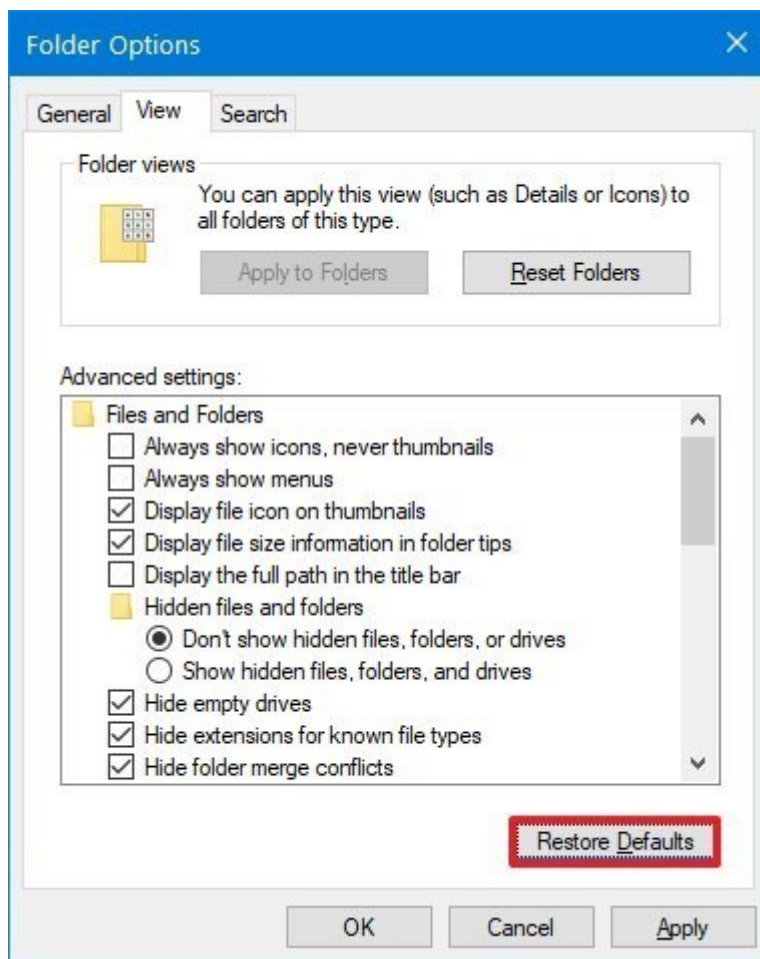
Once you complete the steps, the folders will return to their default view settings. For instance, if the folders with documents were using the "Large icons" view, then the view will reset to "Details."

### 2.8.11.3. Reset view settings

If you have been changing the File Explorer advanced settings, and you want to restore the original settings, you can use these steps:

1. Open **File Explorer**.

2. Click the **Options** button from the "Home" tab.
3. Click the **View** tab.
4. Click the **Restore Default** button.



5. Click the **Apply** button.
6. Click the **OK** button.

After you complete the steps, this action will reset all advanced settings, such as files and folders, hidden files and folders, and navigation pane to their defaults.

## 2.8.12. How to use keyboard shortcuts to manage File Explorer

If you want complete tasks even faster, File Explorer includes a handful keyboard shortcuts, and here's are the most useful:

- **Windows key + E:** Opens File Explorer.
- **Ctrl + Shift + N:** Creates new folder.
- **Ctrl + N:** Opens new instance of File Explorer.
- **Alt + Left arrow:** Returns to previous folder in the history.
- **Alt + Right arrow:** Jumps to next folder in the history.
- **Alt + Up arrow:** Moves a level up.
- **Ctrl + F or F3:** Starts a search.
- **Ctrl + L:** Focus on the address bar.
- **Ctrl + Shift + Number 1-8:** Changes folder view (large to small icons, list, details, etc.).
- **F4:** Focus on the address bar and opens recent history.
- **F5:** Refresh the instance of File Explorer.
- **Ctrl + C:** Copies an item.
- **Ctrl + X:** Cuts an item.
- **Ctrl + V:** Pastes an item.
- **Ctrl + A:** Select all items.
- **Ctrl + Z:** Undo last action.
- **Ctrl + Y:** Redo last action.
- **F2:** Renames item.