

Using Computer and Managing Files-1

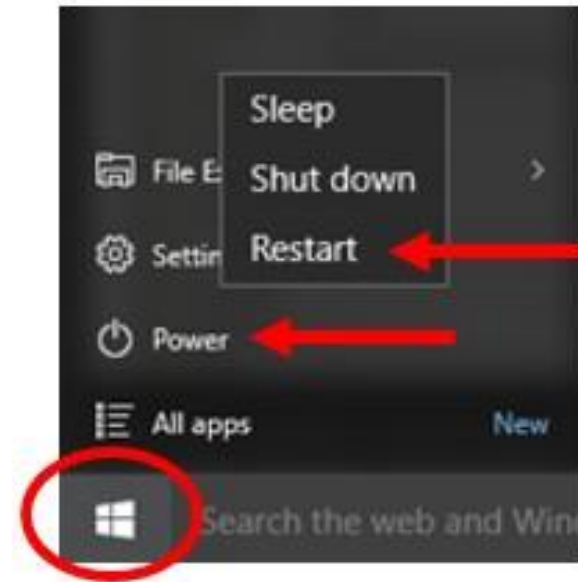
Starting Computer

- **The Power Button: for turning on the CPU**
- A desktop computer has a power button on the front. By pushing in on the button and then releasing it, you can turn the computer on.
- **Separate Power Button for the Monitor**
- You may also need to switch on the monitor in order to see what the computer is displaying. A similar power button will usually be found in the lower right hand corner of the monitor screen.



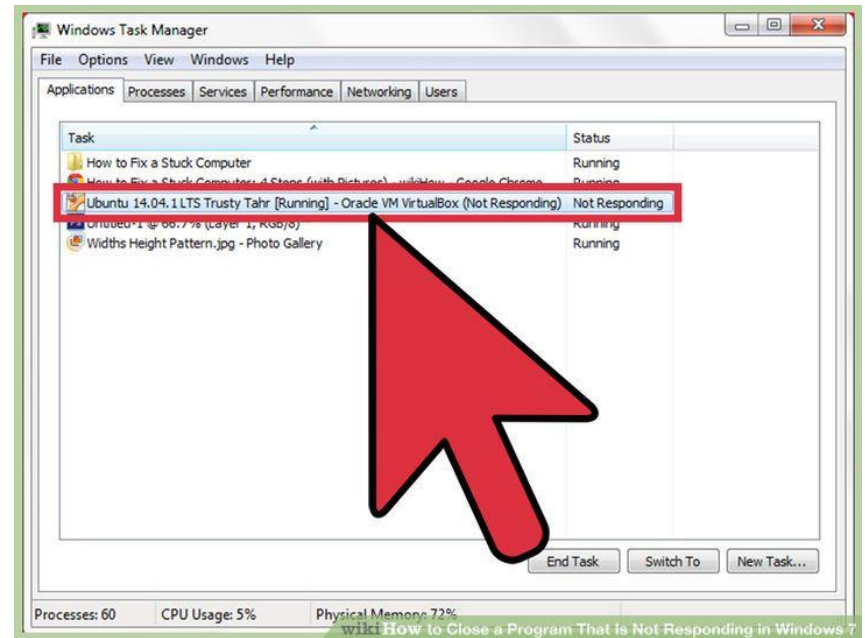
Restarting Computer

- In some cases, our computer freezes due to errors that may occur in programs and neither responds to commands given by keyboard or mouse. In such cases, it may be necessary to turn the computer off and on again.
- In order to restart the computer:
 - Click the Start button in the lower left-hand corner of the screen.
 - Click the **Power** option.
 - In the Power menu, select the **Restart** option.



Closing a Nonresponding Program

- When a program does not react for a certain period of time, the Task Manager program is run and the unresponsive program is forced to close.
- In order to close the nonresponding program:
 - Press Ctrl+Alt+Delete, then click on «Start Task Manager»
 - Select the name of the program
 - Select End Task command



Turning off the Computer

Step 1: Click the 'Windows' button at the bottom left-hand corner of your screen.

Step 2: Click the Power button

Step 3: Click **Shut down**.



Other Options

- **Sleep:** If this option is clicked, everything in the computer's temporary memory is stored on the hard disk and the computer is turned off. Pressing any key on the keyboard restores all open programs and documents to the desktop before you shut down your computer.

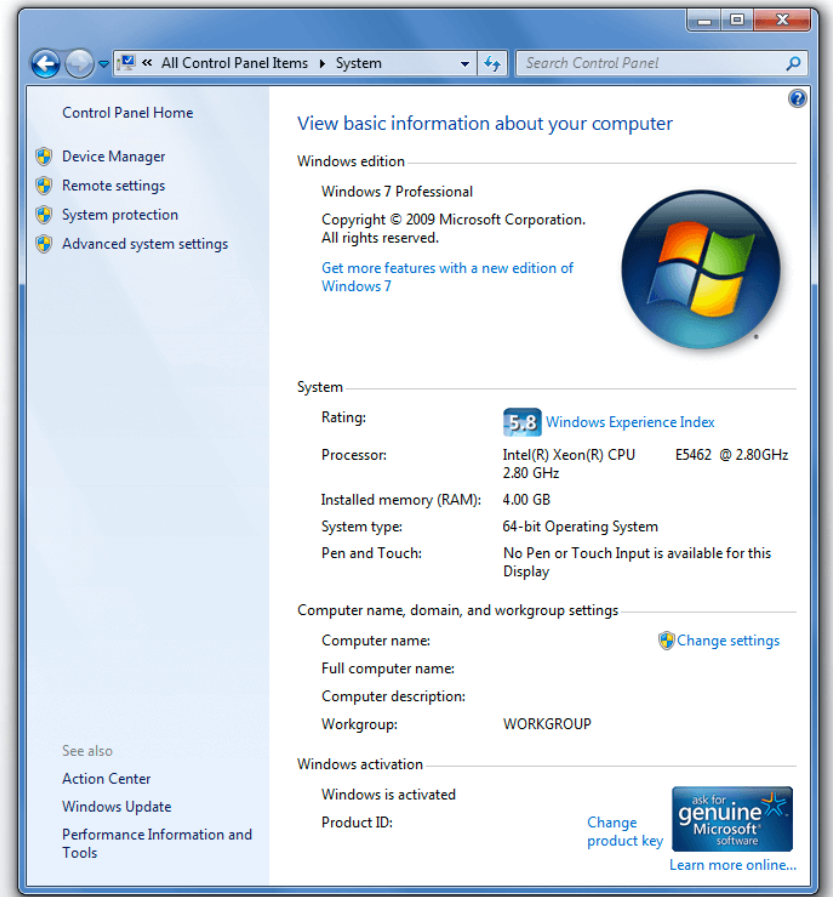
- **Restart:** This option is used to turn off your computer and then turn it back on automatically. You may need to use this option to load and update these settings when some settings related to the operating system are changed. Restarting saves the Windows settings you changed on your hard drive.

Using Help and Support in Windows

- Selecting **Help and Support** from the **Start** menu.
- Pressing **F1** in locations such as Control Panel, Windows Explorer, Computer, Documents, Music, Network, Pictures, and Search. In many interfaces, users can also click the Help icon (blue question mark icon) to view Help and Support.
- From within **Help**, by default, users can choose whether to:
 - Access Online Help content or only offline content.
 - Provide Microsoft with feedback about a Help topic (if Online Help is turned on).
 - Participate in the Help Experience Improvement Program (if Online Help is turned on).
 - Click a link to information that is labeled with one or more words that indicate it is online, for example, "online," "Knowledge Base," "website," or "communities."

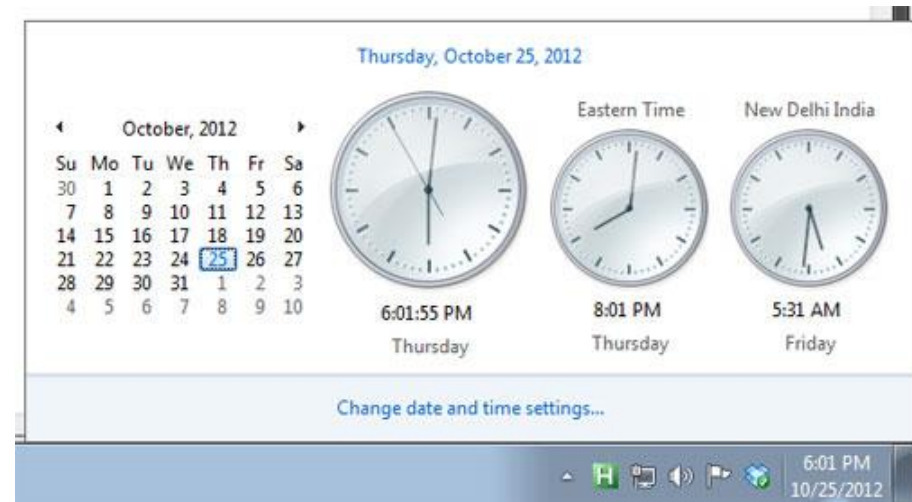
Displaying System Properties

- The System icon is clicked in the Control Panel to learn general information about the computer.
- The System control panel allows you to view more detailed system information, which includes the CPU model and speed, the amount of RAM installed, the current operating system, and other information.



Setting Date and Time

- In the desktop, in the lower right-hand corner of the screen, click or tap the notification area where you see the time and date.
- Select Change date and time settings... in the bottom of the window that appears (shown below).
- In the Date and Time window, under the Date and Time tab, click the Change date and time... button.



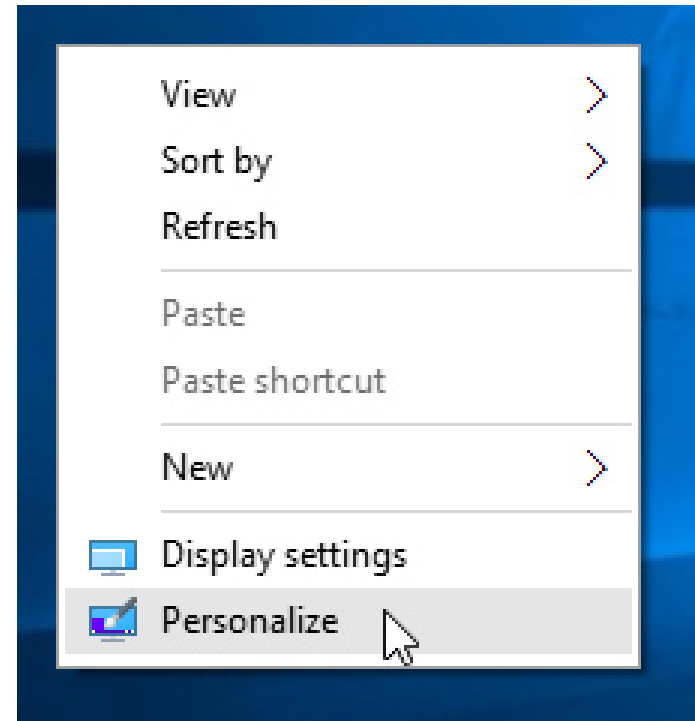
Adjusting Volume

To adjust output volume, click “Speaker Icon” on the lower right corner of Taskbar and change the volume by moving the slider.



Changing the Display Settings

- To edit the display settings related to the desktop, right click on the mouse cursor on an empty part of the desktop.
- From the menu that opens, go to the Personalize option.



Changing Personalization Settings

- **Background:** Background settings of the desktop are made on this tab. Clicking on a selected photo or picture from the background box, it is applied as the background of the desktop.
- **Colors:** The color of your window borders, Start menu, and taskbar will be changed.
- **Lock Screen:** It is the menu that lock screen settings can change. If the keyboard or mouse connected to the computer does not move for a certain period of time, Windows runs the Screen Saver program to protect the screen. To change the screen saver properties, the Screen Saver list box is opened and the desired screen saver is selected. Clicking the Settings button determines the properties of the selected screen saver. By clicking the preview button, it is possible to see the determined properties without applying to the computer.

Changing Personalization Settings

- **Themes:** Themes give the desktop a neat and distinctive look. It is a predefined set of icons, fonts, colors, sounds, and other widgets. The desired theme is selected from the theme list box and applied. It is also the menu where sound settings, desktop icons and mouse pointers can be set.
- **Start:** This is the menu where you can change the start menu settings.
- **Task Bar:** It is the menu where you can make settings related to the taskbar.

Changing Keyboard Language

- Click Start and then Control Panel In Control Panel, if you are in Classic View, click on Control Panel Home (top left corner)
- Open Clock, Language, and Region Click on Regional and Language Options.
- Click the Keyboards and Languages tab and then click Change keyboards.
- Under Installed services, click Add.
- In the Add Input Language dialog box, select the keyboard layout you would like to add from the list available and click OK.

Uninstall Programs

- The Programs and Features folder in the Control Panel allows managing programs and Windows components on the computer. Using programs and features to uninstall a preinstalled program or it is possible to change. It can also be used to repair a damaged program and view installed updates.
- In order to remove the program, select the program, and then select **Uninstall**. Some apps built into Windows can't be uninstalled. Follow the directions on the screen.

Print Screen

- The print screen key allows users to take a picture of the image on their computer screen. In order to view this image, paste it into a document in a compatible program.
- The print screen key is usually located in the upper right corner of the keyboard, just to the right of the F1-F12 keys. Pressing the print screen key saves a copy of everything showing on the computer screen at the time, including taskbars, Internet browser tabs and any open windows.
- To view the image, open an image editing program like Microsoft Paint and choose the paste option to make the image appear in the current document.



Icons

Icons like This PC, Network, Recycle Bin, and your User folder are all considered “desktop icons,” even though modern versions of Windows don’t show them all on the desktop.



Appearance of Icons

- But you can still change how these icons appear elsewhere on your system. To do so, you'll need to access the "Desktop Icon Settings" window to turn these icons on and off or to change the associated icons.
- Use the check boxes in the "Desktop icons" section to select which icons you want on your desktop. To change an icon, select the icon you want to change and then click the "Change Icon" button.

Selecting and Moving Icons

- To select any icon on the desktop, move the mouse cursor over that icon and left click with the mouse.
- To change the location of any icon on the desktop, left click with the mouse and drag the icon to the desired place on the desktop without lifting the finger.

Creating a Shortcut on the Desktop

- It may be desirable to access some files or programs faster.
- Instead of using My Computer or Windows Explorer each time to access a file, a shortcut to that file or folder is created on the desktop.
- A shortcut command, a sub-command of the New command, is selected from the window opened by right-clicking on an empty area on the desktop.
- If the location of the item is known in the opened window, it is written in the relevant field. If it is unknown, go to the location where the file or folder is stored by clicking the Browse button.
- First click on the file or folder whose shortcut is to be created from the window that opens. Then, by pressing the OK button, the location screen of the item whose shortcut will be created is reached. Next button is pressed on the position screen. In the new window that opens, by entering a different name for the shortcut if desired
- The name of the automatically named shortcut is changed to a desired name.
- The process is terminated by pressing the end button.

Using Icons to Open Files, Folders, Applications

- To open any file, folder or program on the desktop, double click on the icon.
- If the file or application we want to open is not available on the desktop, the desired application or program must be opened by clicking the button from the list of programs opened by clicking the button.

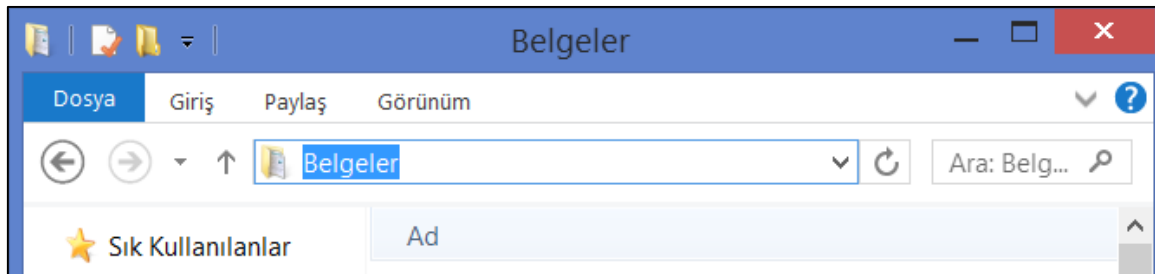
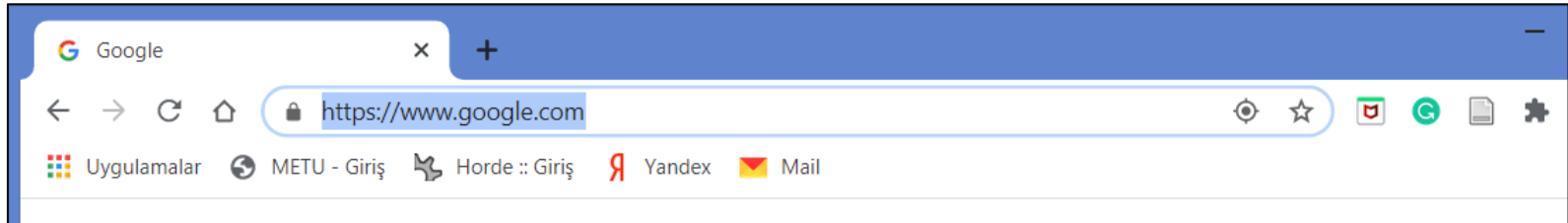
Working with Windows

- In the Windows operating system, all programs run in a single window.
- All program windows have a title bar at the top. However, when a folder is opened, the folder name appears in the address bar.
- In the title bar, the program opened the window and the file name are written.
- There are 3 icons on the far right of the title bar. With these icons, a window is made to icon, to the previous size or to cover the screen and to close it.



Adress Bar

- By entering the address of any website in the address bar, it can be reached quickly.
- In addition, any folder in the computer can be accessed.

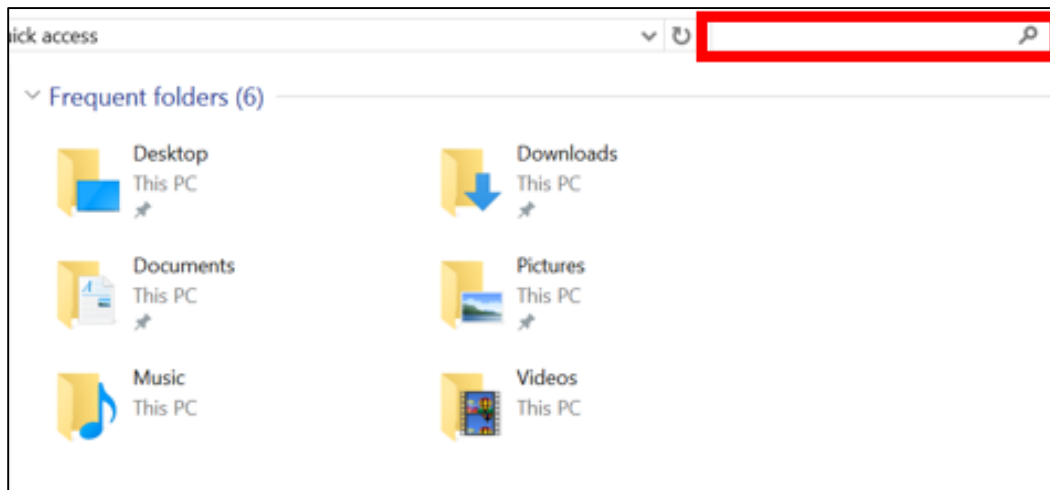


Menu Bar

- In the menu, there are operations that can be done regarding that program.
- To open the menus, it is sufficient to click the menu name with the mouse. In addition, the menu opens when the underlined letter of the menu name you want to open is pressed by pressing the Alt key on the keyboard.
- It can be moved by moving the mouse up and down in the menu or by pressing the up and down arrow keys on the keyboard. When the desired option is reached in the menu, that option can be applied by left clicking with the mouse or pressing the ENTER key on the keyboard.

Search Bar

It enables to search within the opened folder.



Other Components

- **Vertical scrollbar:** If there is a need for more vertical than the window width, they provide access to regions that cannot be displayed by scrolling.
- **Horizontal scroll bar:** If you need more space than the horizontal window width, they provide access to regions that cannot be shown by scrolling.
- **Status bar:** The status bar provides helpful information about the document being worked on. For example, information such as page, line and column number can be accessed in MS Word.
- **Taskbar:** The taskbar is the long horizontal bar at the bottom of the screen. Unlike the desktop that can be covered with windows, the taskbar is almost always visible.

Toolbar on a window

Sometimes referred to as a bar, the toolbar is a row of boxes, often at the top of an application window that control various functions of the software. The boxes often contain images that correspond with the function they control, as demonstrated in the image below.

Example of a Microsoft Windows window

