Computers for Beginners

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What is Windows?

Microsoft Windows is the most popular Operating System used by most businesses and organizations (and individuals). It is also called a *Graphical User Interface* (GUI), which one cannot navigate completely without the use of a pointing device, such as a Mouse or Touchpad. Competitors to Windows are Apple, Linux and Chromebook.

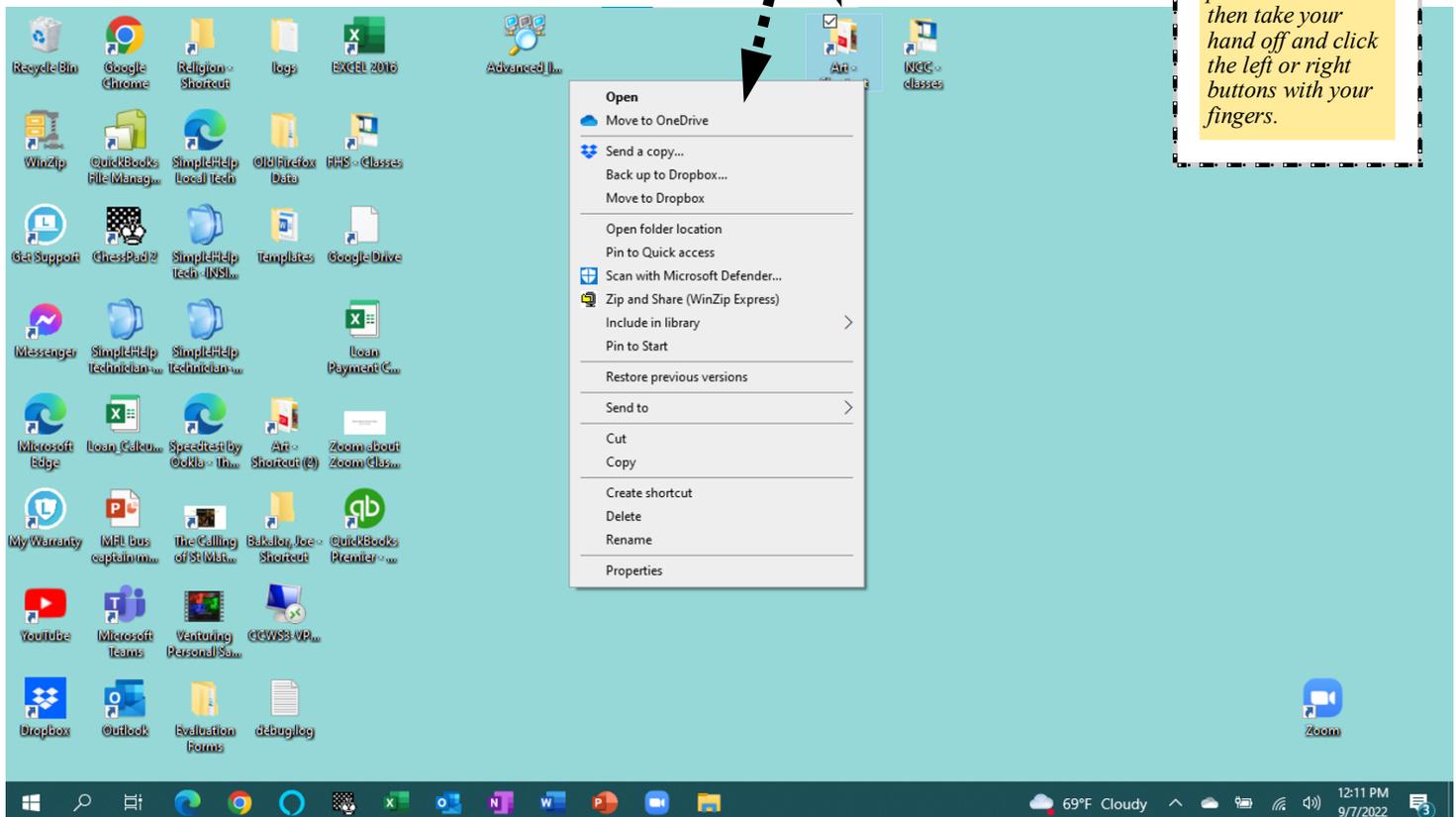For this handout (in color) and more, visit my teacher's website at:

www.clearcutcomputing.com/school
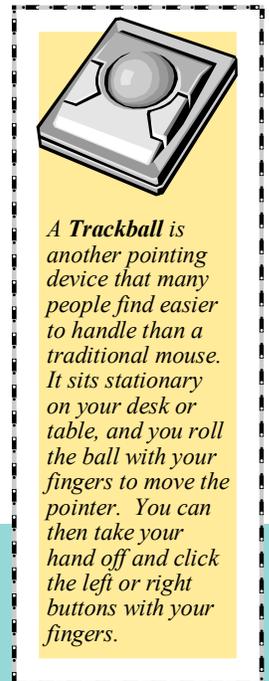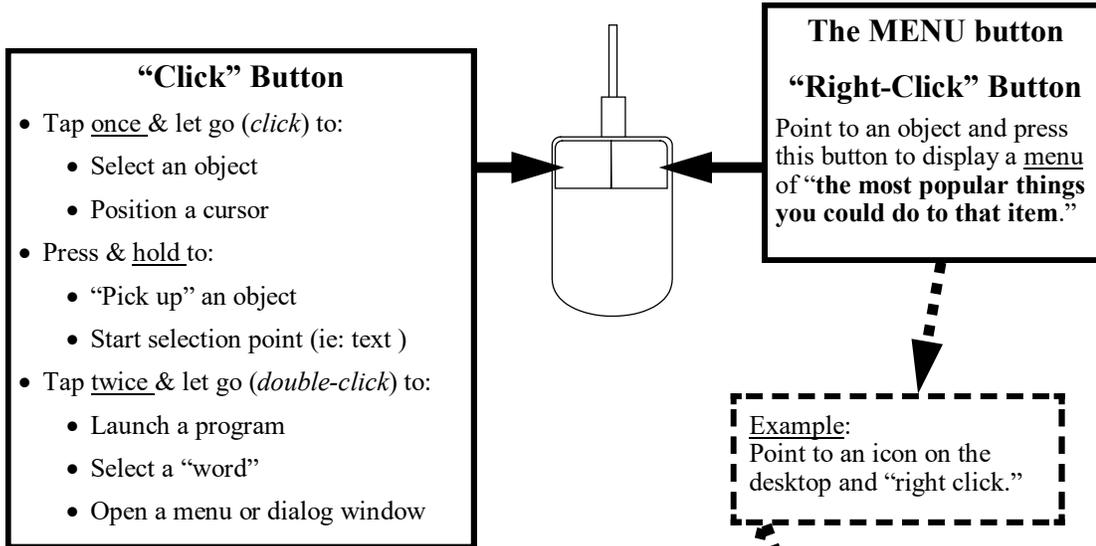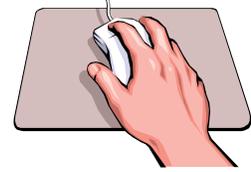

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Computers for Beginners

Mouse

You can't communicate with your computer if you can't work the mouse.
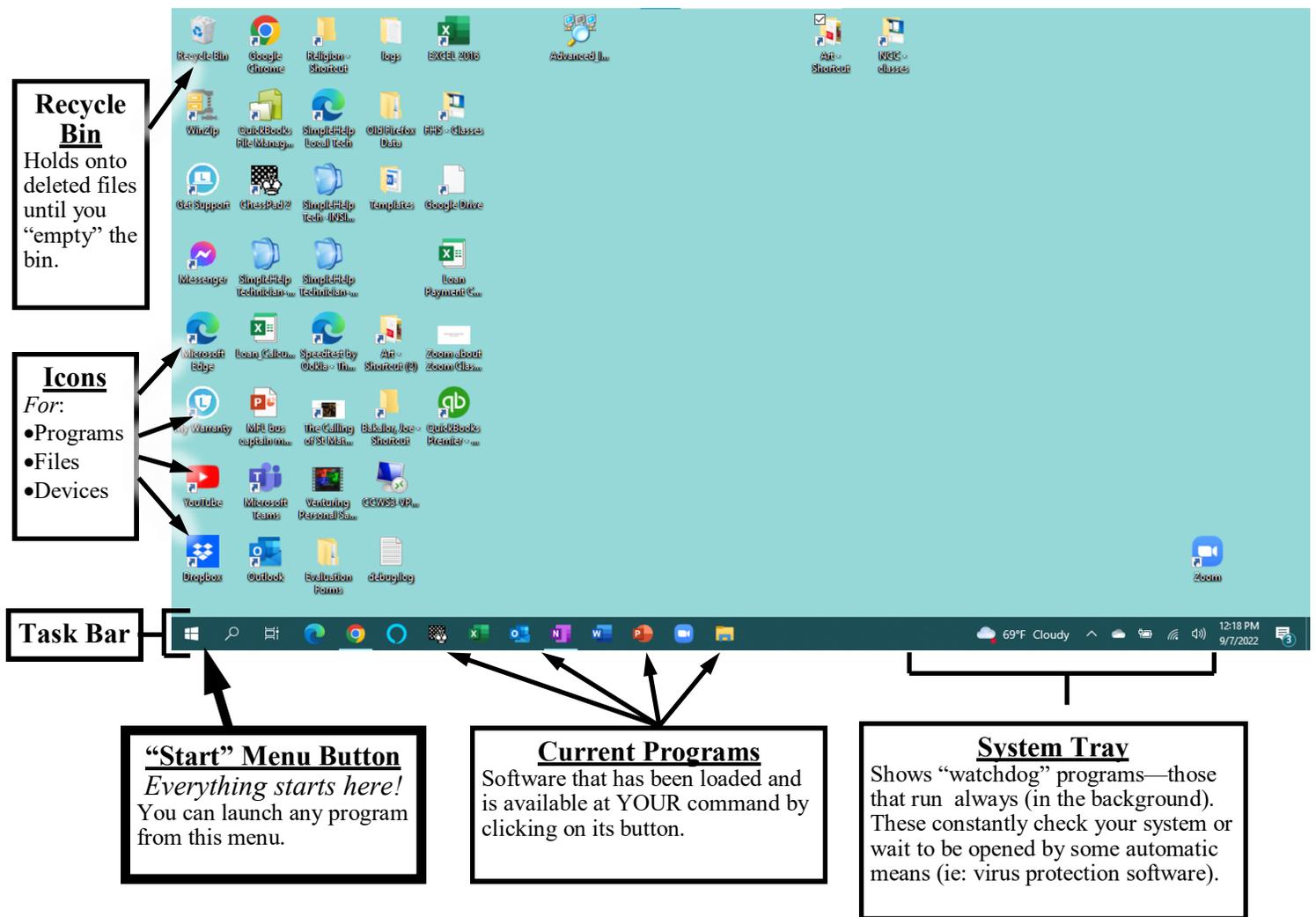
At the right is an illustration showing the proper way to hold the mouse. Think of your grip as a "handshake," but with your palm facing down. As you glide the mouse around the pad, the pointer (an arrow or other symbol) will mimic your movement on the computer screen.

"Click" Button

- Tap once & let go (*click*) to:
  - Select an object
  - Position a cursor
- Press & hold to:
  - "Pick up" an object
  - Start selection point (ie: text)
- Tap twice & let go (*double-click*) to:
  - Launch a program
  - Select a "word"
  - Open a menu or dialog window

The MENU button

"Right-Click" Button

Point to an object and press this button to display a menu of "**the most popular things you could do to that item**."

Example:
Point to an icon on the desktop and "right click."

*A **Trackball** is another pointing device that many people find easier to handle than a traditional mouse. It sits stationary on your desk or table, and you roll the ball with your fingers to move the pointer. You can then take your hand off and click the left or right buttons with your fingers.*

Open
Move to OneDrive
Send a copy...
Back up to Dropbox...
Move to Dropbox
Open folder location
Pin to Quick access
Scan with Microsoft Defender...
Zip and Share (WinZip Express)
Include in library
Pin to Start
Restore previous versions
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

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Windows Desktop

The screen below should be similar to what you may have seen on your computer at work or at home.

Recycle Bin
Holds onto deleted files until you "empty" the bin.

Icons
For:
- Programs
- Files
- Devices

Task Bar

"Start" Menu Button
Everything starts here!
You can launch any program from this menu.

Current Programs
Software that has been loaded and is available at YOUR command by clicking on its button.

System Tray
Shows "watchdog" programs—those that run always (in the background). These constantly check your system or wait to be opened by some automatic means (ie: virus protection software).

The screen on the right shows two program windows opened in the desktop area. Just like looking at your own physical desktop (in your office), there may be times when you pile one piece of paper on top of another. In this computerized version, the *Solitaire* program sits on top of another, *Microsoft Publisher*.

To "bring the *Publisher* program to the top," you simply need to click on any part of its exposed window. Alternatively, you could click on the *Publisher* button in the **Task bar**.

To Re-Size a window, move the mouse over the window's border until a two-headed arrow appears (as shown in the upper right corner in the screen at the right). Click-and-hold the left mouse button and drag to change the window's size.
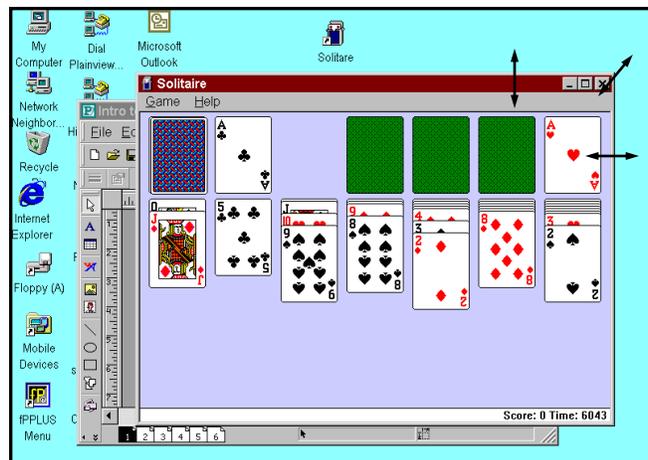
Computers for Beginners

Start Menu (Windows 10)

The **Start** menu gives you access to every program installed on your computer. The *Start* button, located on the *Task* bar, and the *Start* <u>Menu</u> will appear. Let's launch the *Microsoft Word* program as an example of how to use the *Start Menu*.

1. Position the mouse pointer over the *Start* button and click (tap the left mouse button)

2. Scroll the **Programs (**or open the **Apps)** list; they are arranged in alphabetical order.

    A ***Programs group*** may appear on the list as a yellow folder. The group reveals another level in the menu (called a *sub-menu*) of additional choices. You can identify the *groups* from the regular *commands* by the <u>small triangle</u> to its right. Click the triangle pointing downward to reveal its sub-items.

3. Now slide over to the **Word** choice and click. The **Word Collection** program to open the program. Notice that the **Word** choice has no triangle next to it — this is how you know it is a program or a file and not a group.
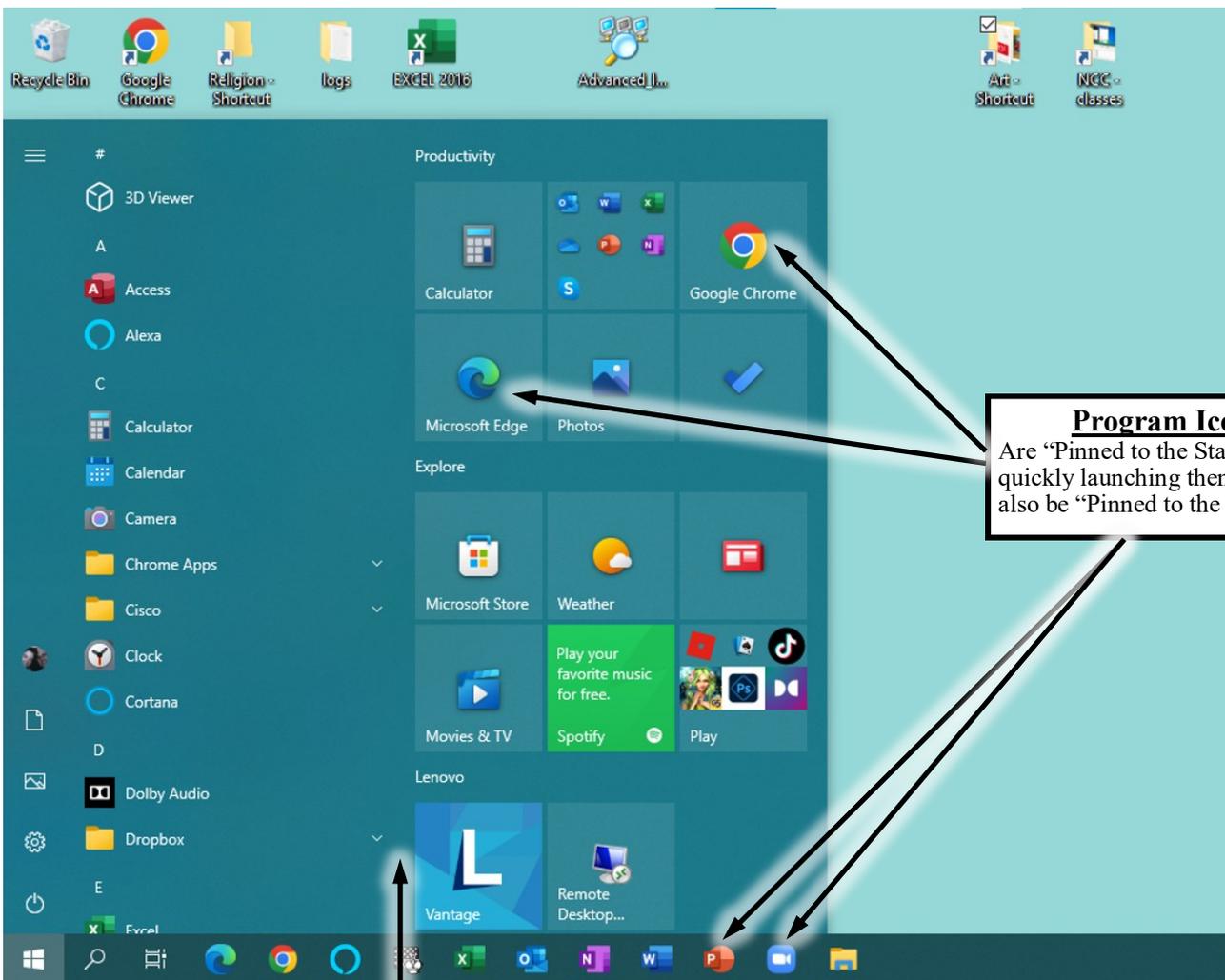
Commonly, you will find the instructions above written in books as: **Start—Microsoft Word**.

Alternatively, you could double-click the **Word** icon on the *Desktop*, or single-click the **Word** icon in the *Task Bar*.

Program Icons...
Are "Pinned to the Start Menu" for quickly launching them. They can also be "Pinned to the Taskbar.

Programs Scroll Bar
Will only appear if you point to "where you would expect it to be."

Computers for Beginners

Start Menu (Windows 11)

The **Start** menu gives you access to every program installed on your computer. Windows 11 makes a stronger effort to change the term "**Programs**" to "**Apps**." Click the *Start* button, located on the *Task* bar, and the *Start* Menu will appear. From here, you can either:

A. Click the icon of the Program (App) you want to launch (you can use the mouse wheel to "roll" through the list of Programs or Apps).
    —OR—

B. Click the "All apps" button to see an alphabetic list of **Programs (**or **Apps)** and scroll through the list as described in the similar section on the Windows 10 instructions on the previous page.

Alternatively, you could double-click the **Word** icon on the *Desktop*, or single-click the **Word** icon in the *Task Bar*.
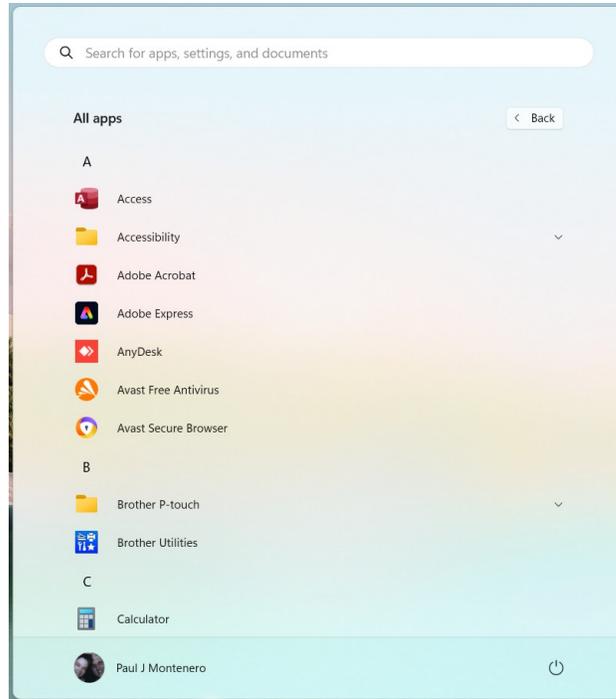
Tip
An easy way to locate the program (App) in the **Start** menu by typing the first few letters of the name of the App.
Click the Windows flag , then the **All apps** button, and begin typing **w-o-r-d**, for example, after only a few letters, the full name will appear on the upper left of the **Start Menu** with the word **App** underneath.

Programs (Apps) List
Will only appear if you point to "where you would expect it to be."
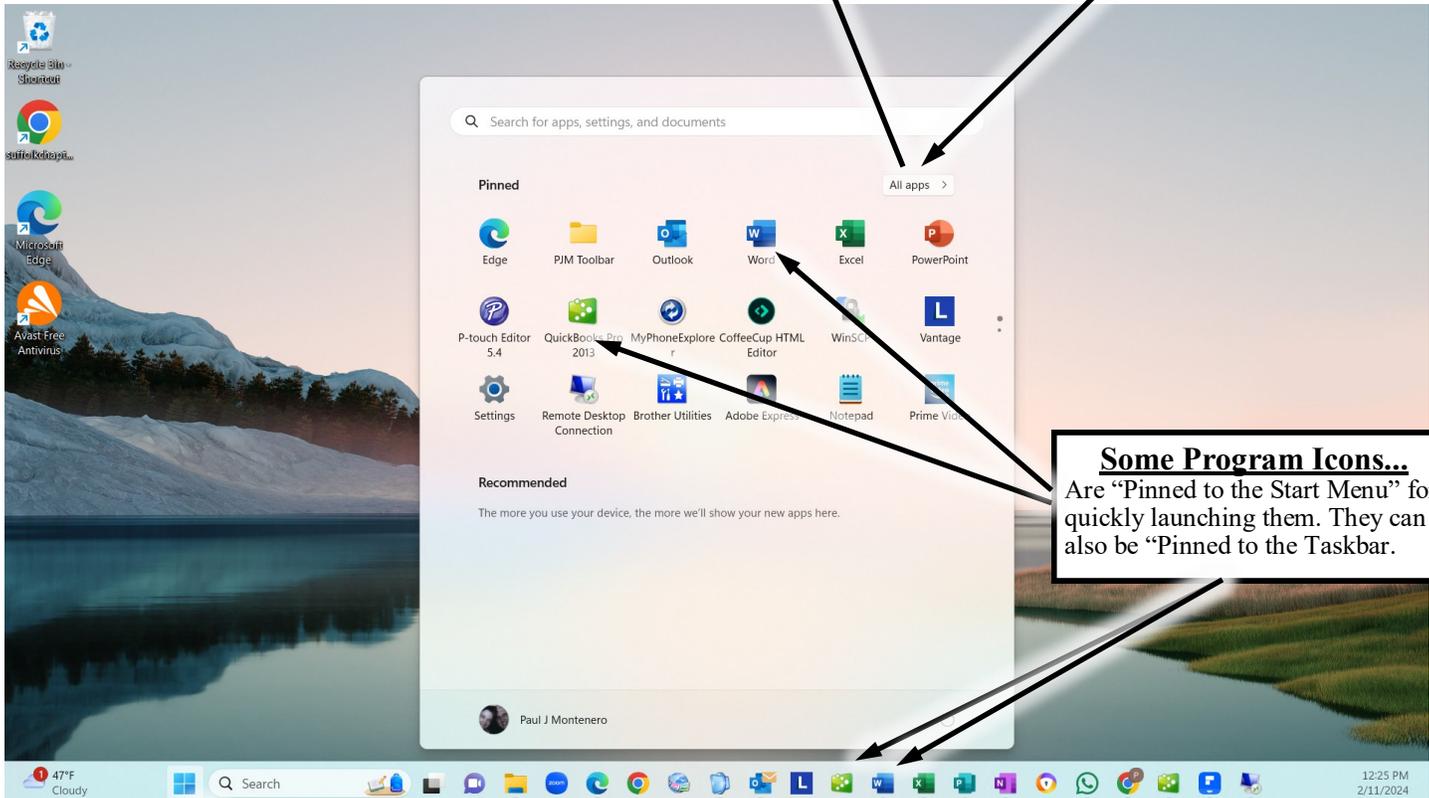
Some Program Icons...
Are "Pinned to the Start Menu" for quickly launching them. They can also be "Pinned to the Taskbar.

START button

Mouse Practice

If you're not comfortable with the mouse, the Solitaire card game is an excellent program to practice your mouse skills. I happen to think that's the reason Microsoft included it with Windows!

Image 1

INSTALLING Classic Solitaire (Free) - Microsoft has resurrected the original version that came with Windows 95. It is called, "Classic Solitaire" and it can be installed from within windows.

1. Tap the Windows flag button on the keyboard and type "Microsoft Store," then press the ENTER key.
2. Then click the icon labeled "Microsoft Store."
3. In the Search box, type "Classic Solitaire" and press the ENTER key.
4. On the listing, click "Classic Solitaire (Free)."
5. Click "Download" and it will install.
6. Launch the game and <u>before you play</u>; click the gear icon on the bottom and **turn off "Automatic moves."**

Perhaps you already know how to play Solitaire with a physical deck of cards, I'll explain the different mouse operations used to play this game. If you're reading this in black & white copy if this handout, you'll have to trust my instructions on the colors.

In the game position shown, there are several plays that we will make. These will be accomplished by the four different mouse operations (all with the left button of the mouse.

A) **Click**
   To turn over a card from the deck (at the left of the Ace of spades), you simply need to point to it and **click** (tap the mouse button once).

B) **Click, Drag & Drop**
   Point the mouse arrow (pointer) at the red 10 of hearts in the 2nd column (*Image 1*); then click-and-hold the mouse button down and drag the 10 to the left until it is over the black Jack of spades. Now, let go of the mouse button. The 10 should be sitting on the Jack. **In this lower area of the game, you alternate the colors as you build your columns in descending order:**
   K-Q-J-10-9-8-7-6-5-4-3-2

C) **"Small Source Area"**
   Frequently in windows, you will only have a small area within which to click. In *Image 1,* the screenshot above, the red Jack (in the last column) is only partially visible. Position your mouse pointer over the exposed part of that Jack, and apply the *click, drag & drop* method, described above, to move the whole column of cards over the black Queen of clubs in 5th column.

D) **Double-Click**
   Next, refer again to *Image 1* and see the ace of spades which needs to be moved to one of the top right empty boxes. While we could use the *click, drag & drop* method described above, but I will instantly fail anyone who does! Instead, point to the ace of spades and rapidly tap the mouse button twice (called "**double-click**"). The ace should "fly" to one of the open slots. You can use this *double-click* method to move a 2 of spades on top of the ace. Later, as they are revealed, repeat for the rest of the hearts, in ascending order. The four columns are for each of the four suits Spades, Hearts, Clubs, Diamonds, in ascending order:
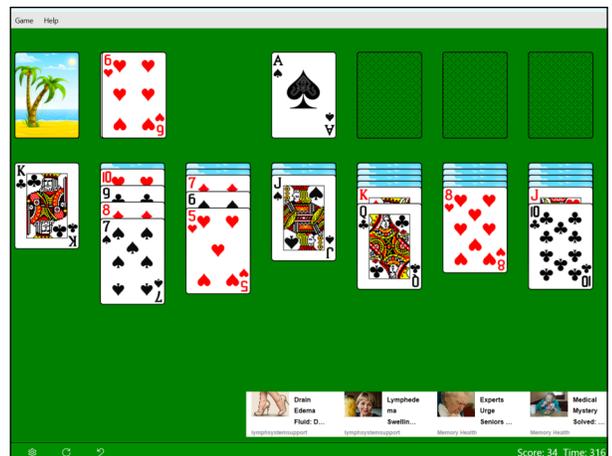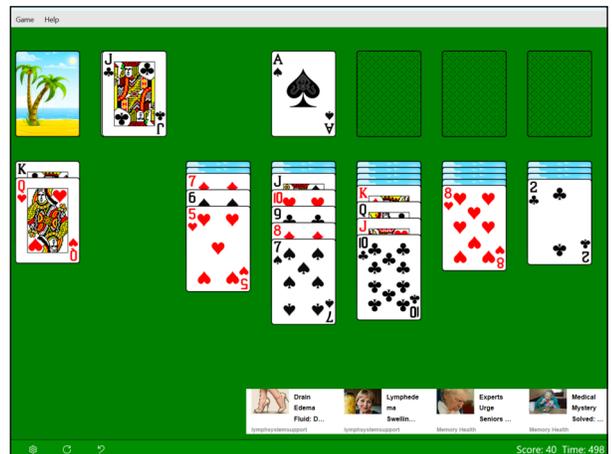   A-2-3-4-5-6-7-8-9-10-J-Q-K.

Image 2

Image 3

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Adjusting Your Mouse Settings

So with all this "mousing around," you may still feel uncomfortable with the way the mouse works. We can adjust a few settings on the mouse to compensate for your own personal "touch."

Launch the Windows Control Panel through the Start Menu by using your mouse to click on:

⊞ **Start—❀**   (gear icon)

IMPORTANT: There are many programs in the Windows Control Panel. Be careful not to "play" with to many of these programs –unless you know what you are doing– as they can cause an unknowledgeable user to damage their system's configuration. LAUNCH ONLY THE PROGRAMS MENTIONED HERE.

Click **Devices** and then click on **Mouse** in the left side of the resulting window. What you should look for are:

Cursor Speed — to adjust the speed at which the mouse pointer (arrow) responds to your hand movement.

There are other customization settings that you might want to play with for cosmetic customization of your mouse properties. These include:
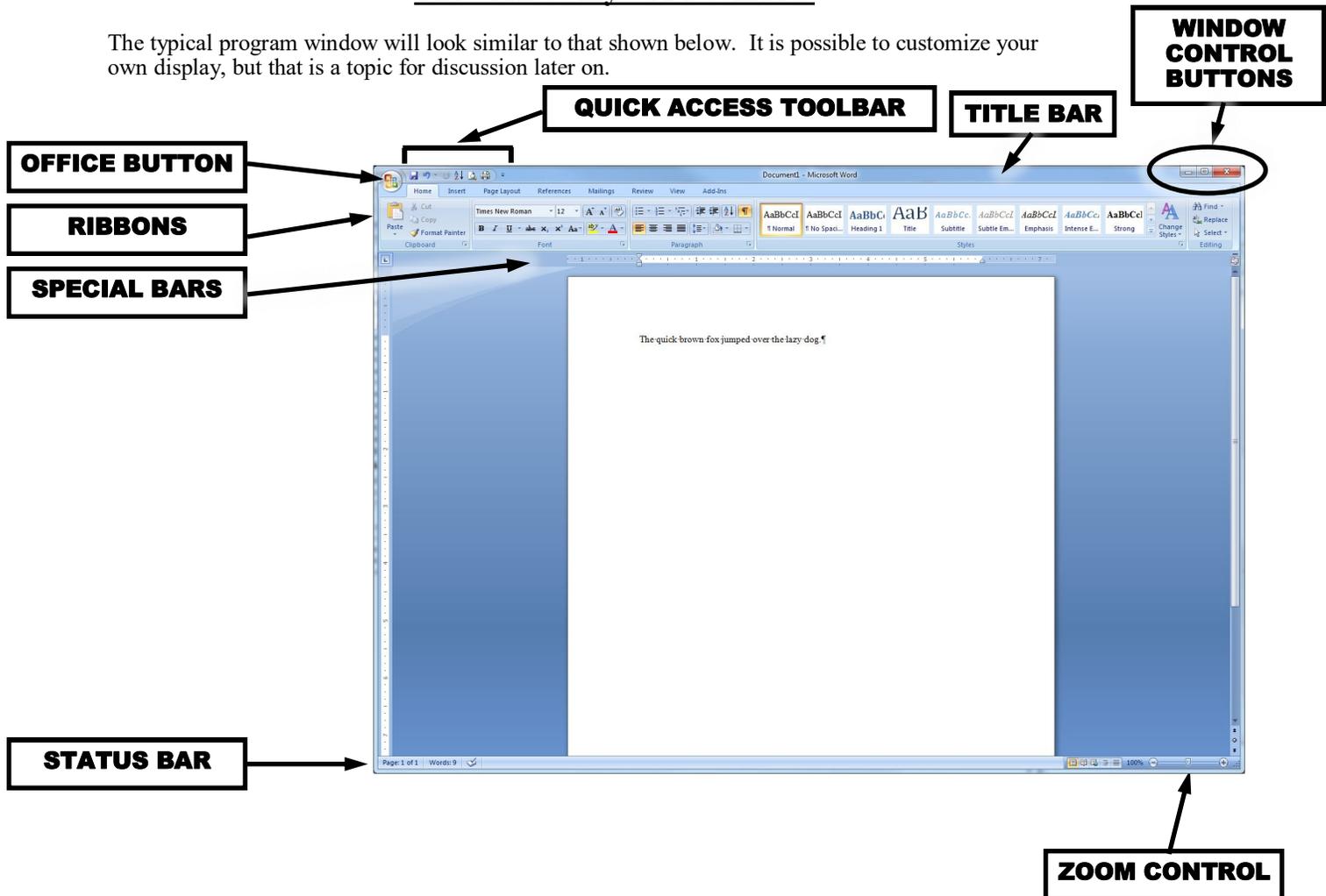- Left-handed configuration ("Select your primary button" and choose right)
- "Roll the mouse wheel to scroll" (then select how many lines to scroll
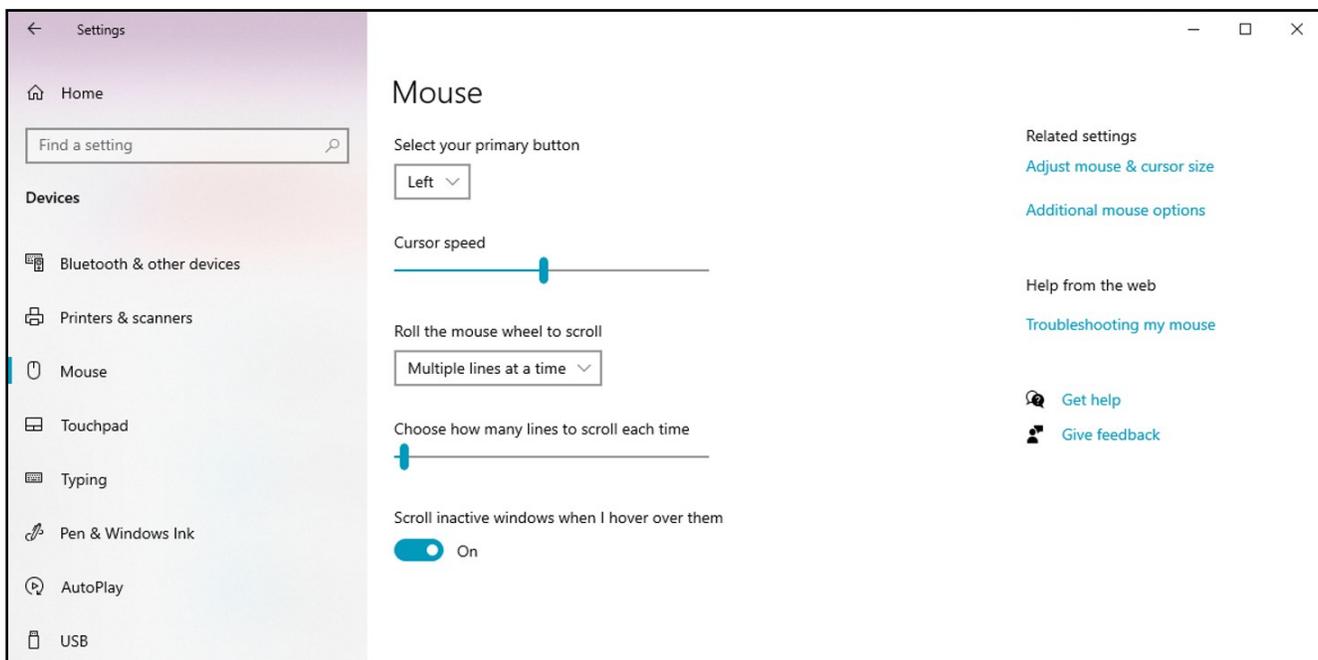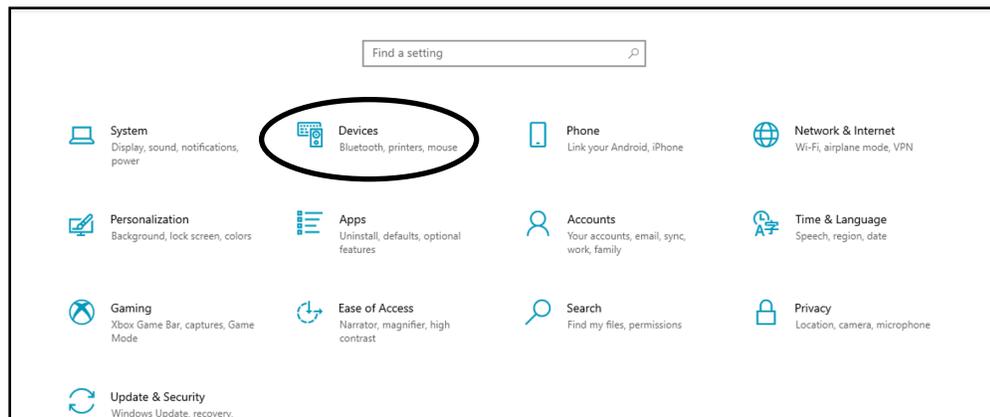
Computers for Beginners

The **"Anatomy"** of a Window

The typical program window will look similar to that shown below. It is possible to customize your own display, but that is a topic for discussion later on.

WINDOW CONTROL BUTTONS

QUICK ACCESS TOOLBAR

TITLE BAR

OFFICE BUTTON

RIBBONS

SPECIAL BARS

The quick brown fox jumped over the lazy dog.

STATUS BAR

ZOOM CONTROL

Title Bar – Displays the name of the program (in the screen above: Microsoft Word), and usually, the name of the file that you are currently working on. On the right you have the three buttons that make up the "Window Control Buttons." From left-to-right, these buttons are:

> **Minimize** – to shrink the application to the Windows *Task Bar*.
> **Windowed/Full Screen mode** — controls the size of the window.
> **Close** — to close the document window or shut down the program.

Ribbons — Populated with buttons; which are shortcuts to the various features of the program.
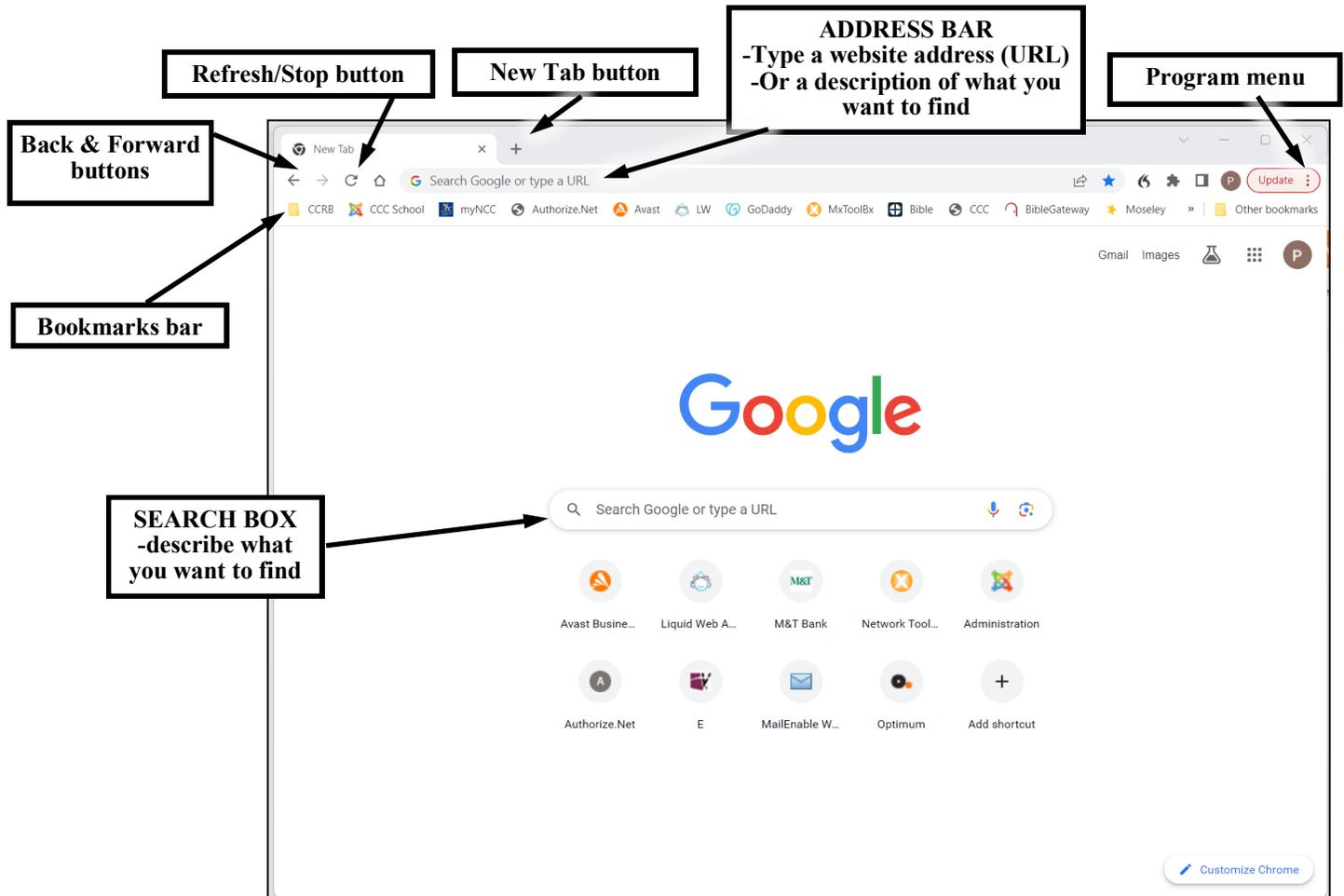
Status Bar — Shows helpful messages while you use various features of the program.

Computers for Beginners

Browser Software

Just as you can have many different brands of TVs in your home and each one can watch the same TV channels, Your computer can have many different programs, called BROWSERS, and each one can view the same websites on the Internet. There are many Browser programs; the most popular are:

Microsoft Edge (comes with Windows), Google Chrome (pictured below), FireFox, AOL, Safari.

ADDRESS BAR
-Type a website address (URL)
-Or a description of what you want to find

Refresh/Stop button

New Tab button

Program menu

Back & Forward buttons

Bookmarks bar

SEARCH BOX
-describe what you want to find

Google

Search Google or type a URL

Avast Busine…   Liquid Web A…   M&T Bank   Network Tool…   Administration

Authorize.Net   E   MailEnable W…   Optimum   Add shortcut

Customize Chrome

IMPORTANT FEATURES

Address — type in a web address (URL) and press the *Enter* key on the keyboard to view that site.

Back — allows you to "travel" back to the previous web page that you viewed in the current session.

Forward — if you've use the **Back** button, this will take you forward to the web page you just came back from.

Print — prints the current web page (or frame) to the printer.

Refresh/Stop — reloads the web page or (if the icon is an X), terminates the loading of a web page.
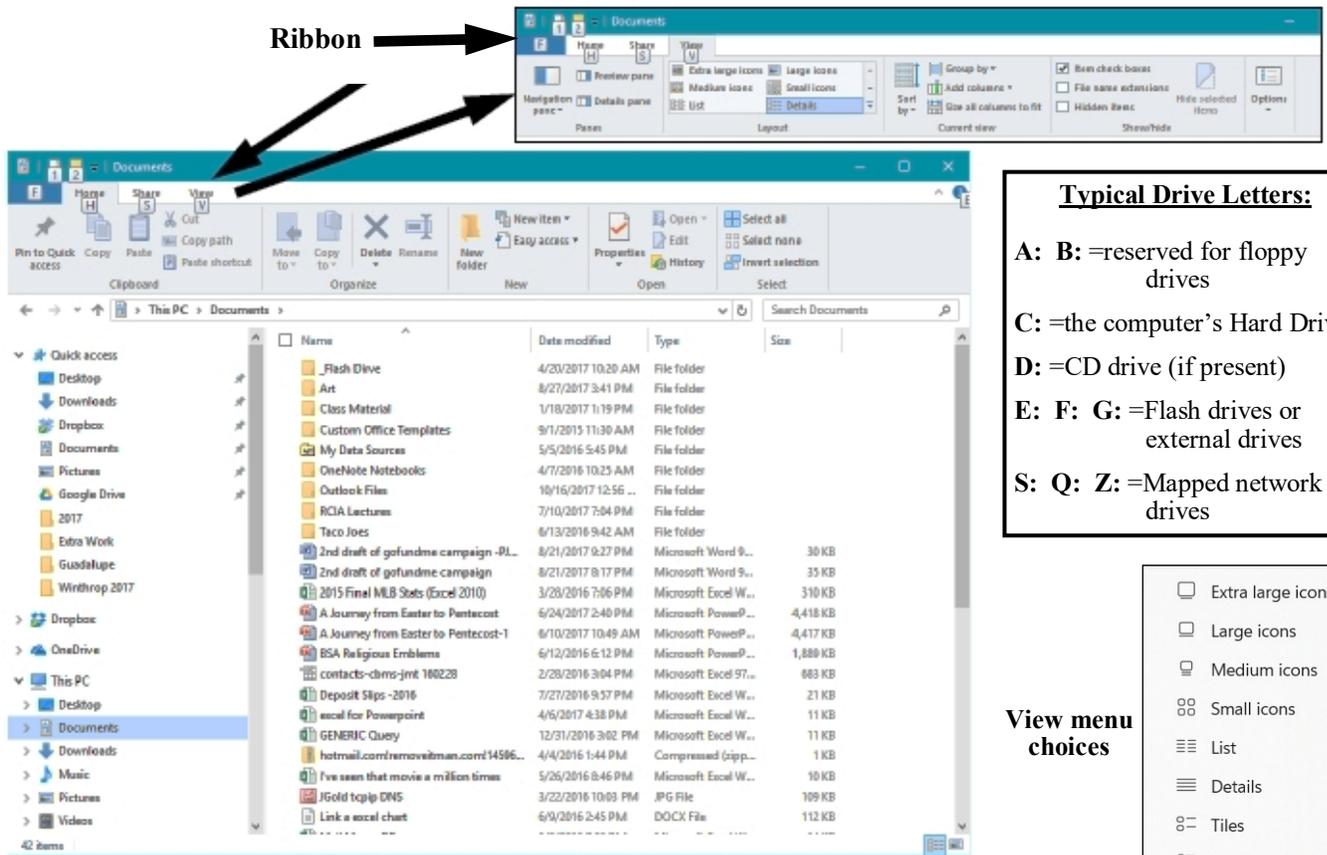
Favorites/Bookmarks — allows you to keep and use a list of your favorite websites.

URL — "Universal Resource Locator" (aka: a website address).

Computers for Beginners

Windows Explorer (aka: File Explorer)

Windows Explorer lets you manage your files and folders stored on your computer, as well as other storage devices.

Ribbon

Win 10

Ribbon

Win 11

Typical Drive Letters:

A: B: =reserved for floppy drives

C: =the computer's Hard Drive

D: =CD drive (if present)

E: F: G: =Flash drives or external drives
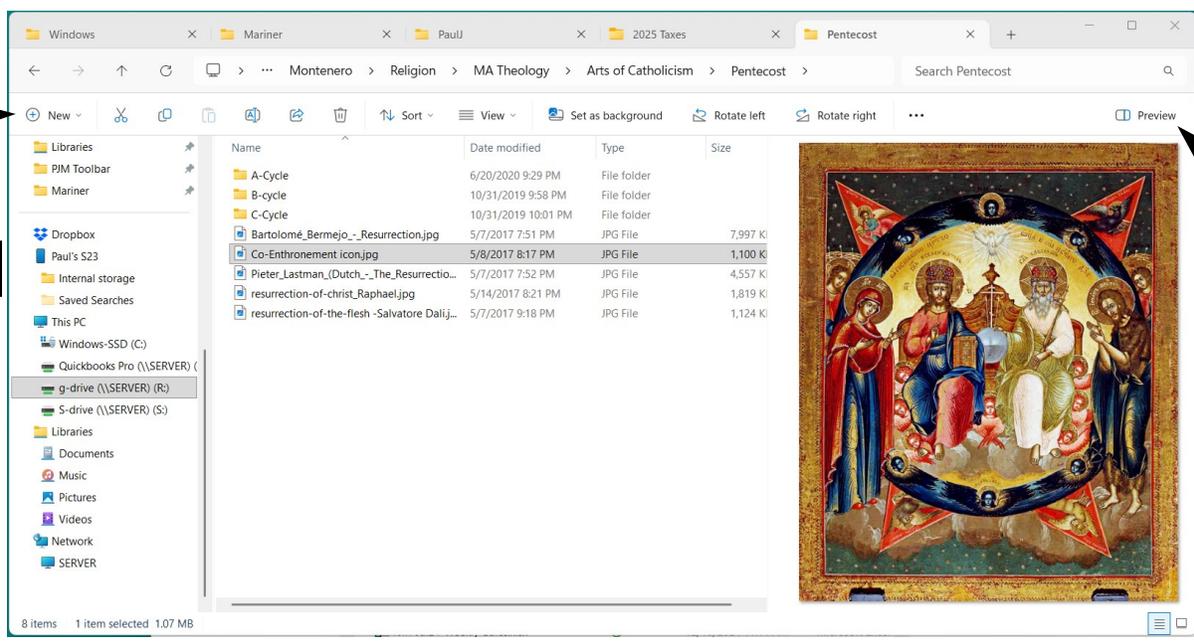
S: Q: Z: =Mapped network drives

View menu choices

- Extra large icons
- Large icons
- Medium icons
- Small icons
- List
- Details
- Tiles
- Content
- Compact view
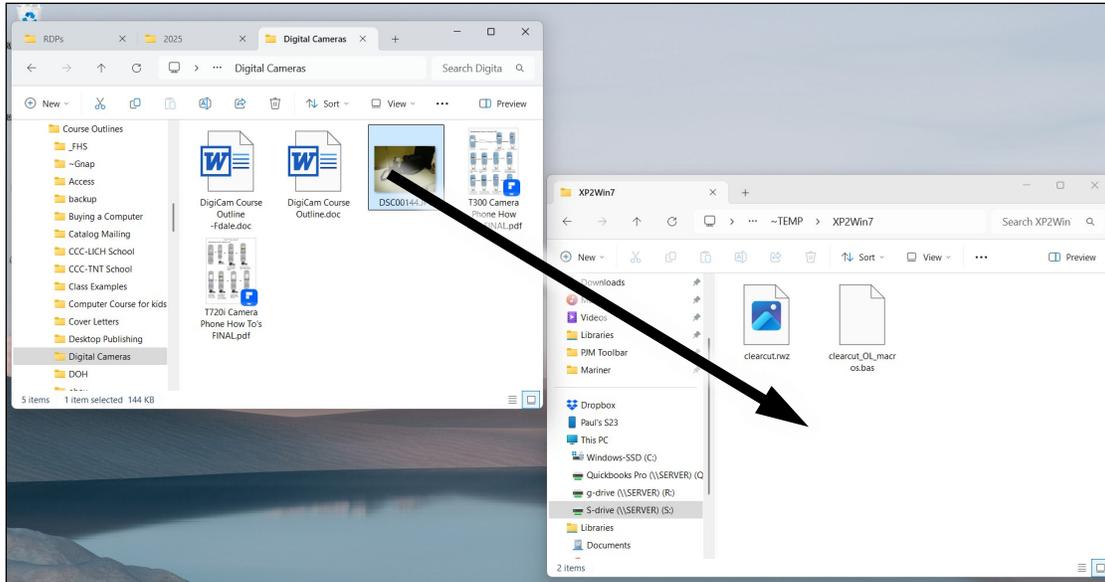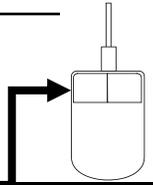- Show

TIP: To Open the Preview File Pane: Alt + P

File Preview button

Computers for Beginners

Windows Explorer (Copying Files & Folders)

Copying or moving files and folders is as easy as playing solitaire—
you pick up an item (or items) and move the mouse to the new location and let go..

Large Icons view

"Click" Button

- Tap <u>once</u> & let go (*click*) to:
  - Select an object or file
  - Position a cursor

- Press & <u>hold</u> to:
  - "Pick up" an object

- Tap <u>twice</u> & let go (*double-click*) to:
  - Launch a program
  - Open a screen or dialog window
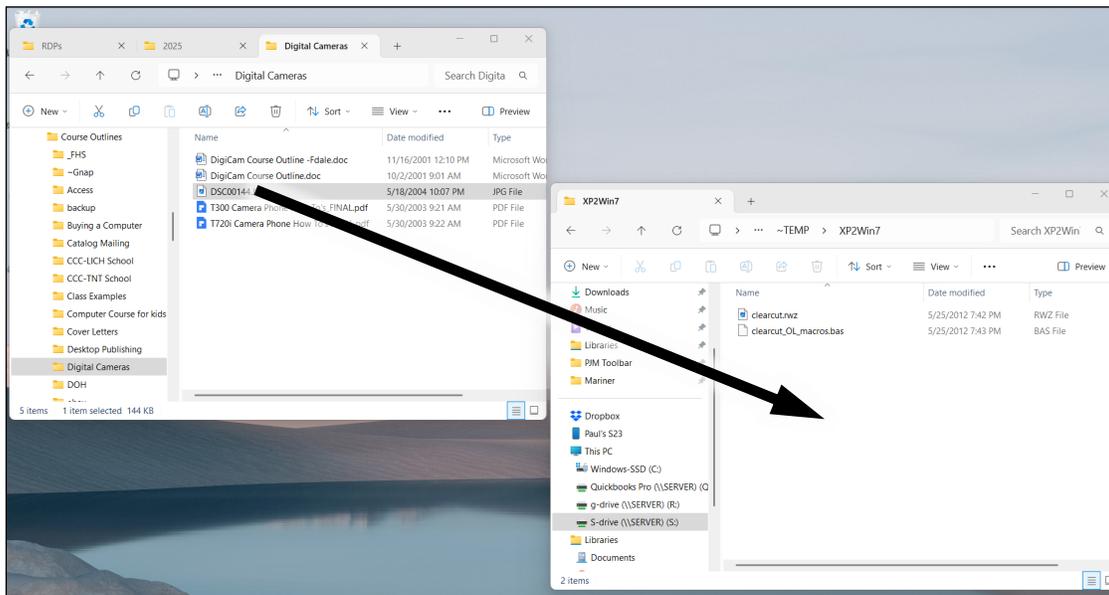
Selecting Multiple Items

Contiguous Range:
- Click on one file.
- Then hold the **SHIFT** key and...
- Click on the last file.

-OR-

Staggered Range:
- Click on one file.
- Then hold the **CTRL** key and...
- Click on each additional file, one-by-one, while holding the **CTRL** key.

COPYING vs MOVING:

COPY happens when you drag file(s) to a folder on a <u>different drive</u> (*or hold the* **Ctrl** key *while dragging*)

MOVE happens when you drag file(s) to a folder on the <u>same drive</u> (*or hold the* **Shift** key *while dragging*).

Computers for Beginners

File Explorer

File Explorer has undergone some changes from Windows 10 to Windows 11.

Session Tabs

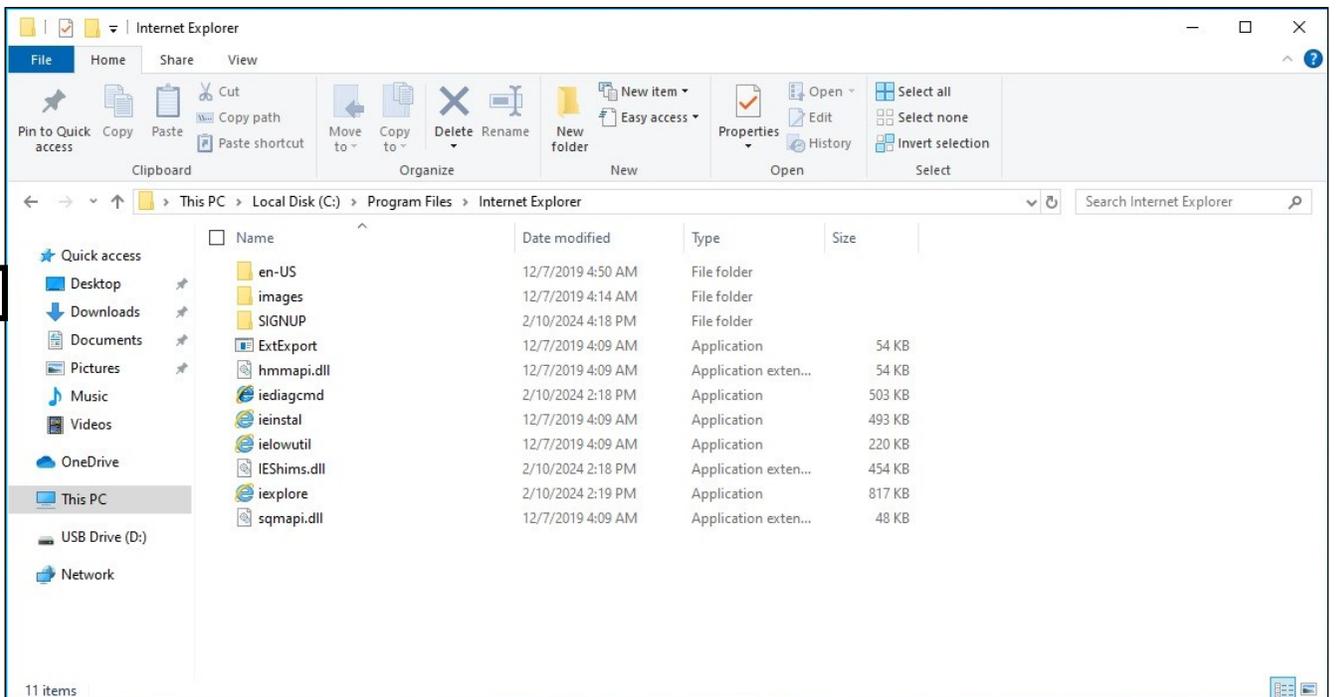**Toolbar**

Win 11
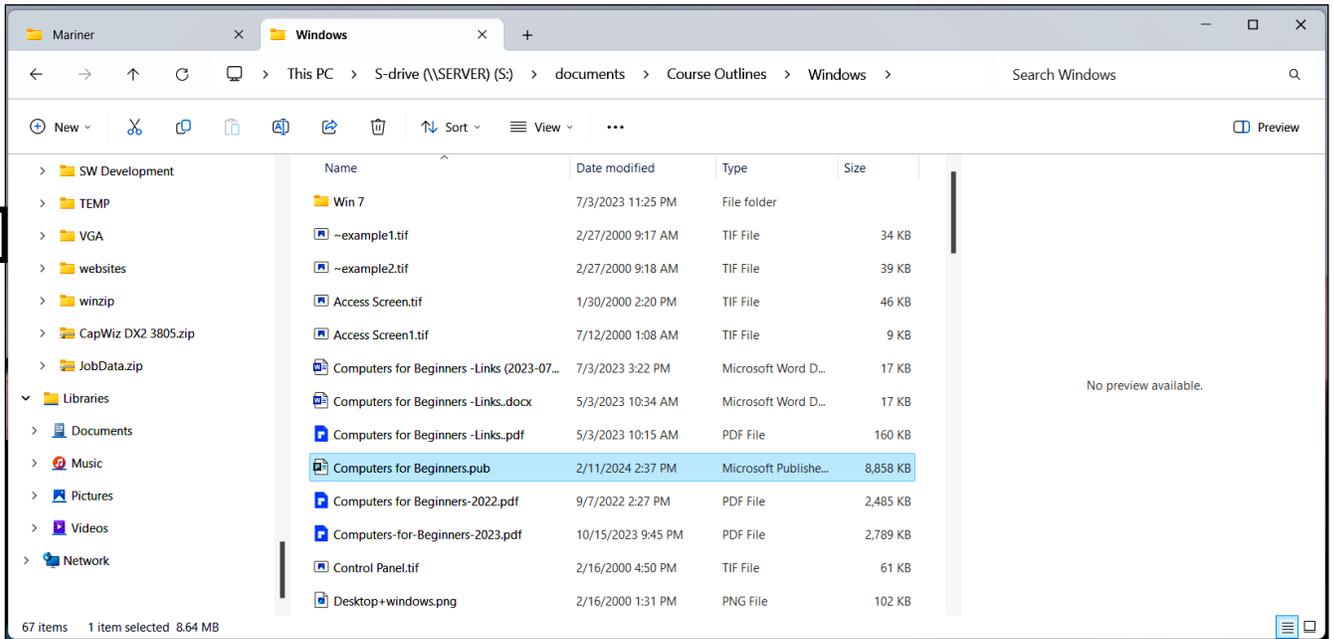
	Windows 10	Windows 11
Overall Controls	Menu Tabs and Ribbons	Single Toolbar
Multiple windows of Explorer	You have to open multiple program session windows.	The + at the top lets you open multiple sessions tabs (like browsers)

Tabs

Ribbons

Win 10

Computers for Beginners

File Sizes

1 Byte = 8 bits = "A" (a single letter for example).
1 Kilobyte =   1KB =   1,000 bytes = actually=1,024 bytes
1 Megabyte = 1MB =   1,000,000 bytes (one million)
1 Gigabyte =   1GB =   1,000,000,000 bytes (one billion)
1 Terabyte =   1TB =   1,000,000,000,000 bytes (one trillion)

Email attachments

- Emails are **not** limited by the *number* of attachments; they are limited by their total combined file sizes.

- Here are the file size limits of the most popular email service providers:
  (as of June 2025)

  - Gmail: 25 MB
  - Yahoo: 25 MB
  - AOL: 25 MB
  - Outlook: 20 MB (Outlook.com)
  - Hotmail: 20 MB (now Outlook.com)
  - Apple Mail (iCloud): 20MB (with the option to send up to 5GB using Mail Drop)
  - Optimum: 10MB (getting out of the email business)

- There is also a limit on the number of recipients you can send to in one email. With most, you are safe with up to 50 recipients, but check the website of your email provider.
  Gmail = 500 per day;
  Outlook.com = 300 per day

Cloud storage services

These are the providers of "cloud storage" - which, loosely put, are computers accessible through the Internet which allow you to save files to. Below are the amounts of space providers give you for free:

- Dropbox =   2GB
- OneDrive (Microsoft) =   5GB
- iCloud (Apple) =   5GB
- Google Drive =   15GB (shared with Gmail)

RESOURCES

Here is a collection of links to informative tips about a host of computer topics:

Mouse Practice; use Classic Solitaire (Free) – from the Microsoft Store (see p.6)
https://apps.microsoft.com/detail/9wzdncrfj2sm?hl=en-US&gl=US

Keyboard Familiarization and Typing Skills
https://www.typing.com/

Other Classic Solitaire Websites (DO NOT CLICK THE ADS)
https://games.aarp.org/games/classic-solitaire
https://www.klondike-solitaire.online/

Computers for Beginners

A Collection of Useful Keyboard Shortcuts

Improve your speed in using the computer by mastering these keyboard shortcuts:

Universal Shortcuts for Windows & Mac

	Windows	**Mac** (⌘ = Command key)
Select All	Ctrl + A	⌘ + A
Cut	Ctrl + X	⌘ + X
Copy	Ctrl + C	⌘ + C
Paste	Ctrl + V	⌘ + V
Undo	Ctrl + Z	⌘ + Z
Redo	Ctrl + Y	⌘ + Shift + Z
Print	Ctrl +P	⌘ + P

File Explorer

Launch Windows File Explorer	⊞ + E
Open the Preview File Pane	Alt + P
Show the Parent Folder	Alt + Up Arrow
Rotate through the File View Settings	Ctrl + Mouse Scroll Wheel
Change View of the Files	Ctrl + Scroll
Rename the Selected File	F2
Send file to the Recycle Bin (C: drive only)	Del (or Delete)
Delete a file permanently (bypass Recycle Bin)	Shift+Del

Windows Start Menu

Open the Quick Access menu	⊞ + X
Rearrange the Program Tiles	Click, hold and drag the Tie
Re-Size or Un-Pin a Program Tile	Right-dick on the Tile
Cose a program	Alt + F4

Internet Browsers (Microsoft Edge, Chrome, FireFox and others)

Having trouble seeing what's on that Internet screen?

Zoom In	Ctrl + ✚
Zoom Out	Ctrl + ー (minus or dash)
Zoom to 100%	Ctrl + 0
Open the Find Box to Search the Web	Ctrl + X
Refresh the Web Page	F5
Reload the Web Page	Ctrl + F5
Move Focus to the Address Bar	Ctrl + L
Re-Open All Tabs after Closing Browser	Ctrl + Shift + T

General Windows

Launch Task Manager	Ctrl + Alt + Delete
Lock the computer	⊞ + L