

Windows

The Basics of Windows



Welcome to the Lunch and Learn Technology Workshop, sponsored in partnership by Connections and The Arc of Northeast Colorado.

Overview


Step 1: Desktop overview

Step 2: How to use Cortana

Step 3: How to close, minimize programs

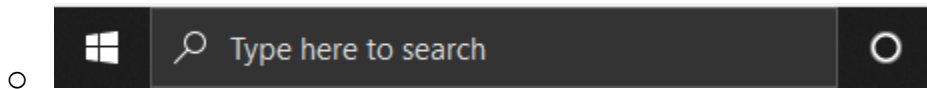
Step 4: Windows tips

Step (or Section) 1: Desktop Overview

- Background, taskbar, search bar, status bar, notifications
- A screenshot of the Windows taskbar and search bar. The search bar is on the left with the text 'Type here to search'. The taskbar contains icons for Edge, File Explorer, Word, Excel, PowerPoint, and OneDrive. The system tray on the right shows the weather (62°F Cloudy), network, and volume icons, along with the time and date (9:09 AM 8/30/2021).
- Add a shortcut - type the name of the app in the search bar and right, select open icon, send to desktop, create shortcut.
- START - You can look at pictures, go into your settings, restart, power down.

Step 2: How to Use Cortona

- Click the circle to open Cortana

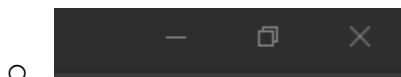


How to use Cortana: You can use Cortana to search for your favorite apps, games, or programs.

- Click the search bar in the bottom left-hand corner
- Search in the program, game, or app you're looking for: I.e., Microsoft Word, internet, Google Chrome, or even weather.
- Go ahead and try it yourself.
- If you're using a Chromebook, Cortana is not available.

Step 3: How to close, minimize programs.

- Notice the icons in your top right-hand corner

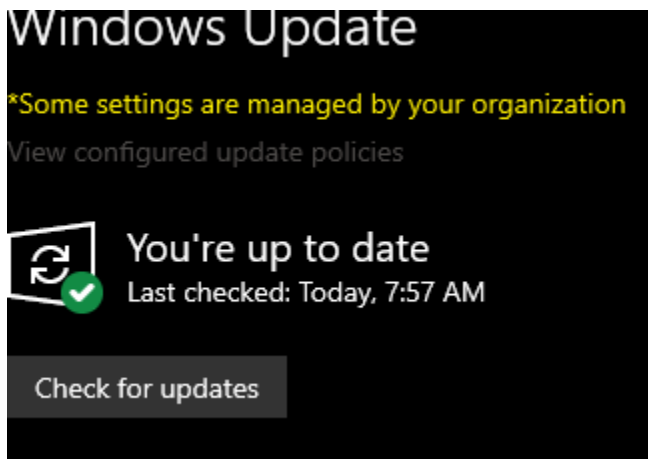


- The far-left icon will close the screen but not end the

- program. (Show example)
- The middle icon will minimize your screen.
- The X icon will close out the program.

Step 5: Windows tips

- 1.) Make sure your computer is updated
 - a. Type in the 'search' for updates.



- 2.) What to do if your computer freezes
 - a. Press "CTL + Alt + DEL" simultaneously, you'll see this screen (show class)
 - b. Select end task to close program that is frozen
 - i. OR if computer is frozen
 - c. Select the Power button in the bottom right-hand corner (show class)
 - d. Select restart.