



This is an introductory guide to your LAPTOP.

**SOME WARNINGS BEFORE I START:**

- The screen images, programs (or as they are now called Apps), position of some of the keyboard keys and sockets etc. is particular to THIS PC, but the information provided is applicable to most, if not all Windows PC's
- Note that these examples are for WINDOWS 10 FCUK update 1709, circa October 2017

Good luck with your journey – Enjoy, but when in doubt; ask a volunteer





The basic components:

- A screen
- A keyboard
- A Mouse
  - This mouse has a Left Mouse Button
  - And a RIGHT Mouse Button




Things to note:

- There is usually a socket on the side of your computer that allows you to plug in a:
  - Screen
  - Keyboard
  - Mouse
- The LAPTOP's keyboard has 'SPECIAL' keys known as 'FUNCTION [Fn]' keys that allow the user to communicate with the Laptop's hardware (such as the brightness of the screen, or how loud the loudspeaker plays, or whether to switch on/off the laptop's WiFi)
- A 'normal' mouse usually has a third middle button or wheel
- For ease of use I have a separate keyboard and mouse for my laptop, costing less than £20

## The Keyboard



The standard typewriter keyboard has some extra computer specific keys...

- **ESC** - Escape
  - To 'escape' from your last action
- **CTRL** - Control
  - Allows 'special' non typeable actions to occur, ie: [CTRL] + [B] is BOLD, [CTRL] + [I] is Italic, [CTRL] + [U] is Underline, [CTRL]+[C] is Copy, [CTRL]+[V] is paste, [CTRL]+[X] is cut. [CTRL] + [Z] is undo, [CTRL] + [Y] is redo. [CTRL] + {Mouse wheel} Bigger/Smaller. NB: Only works on some programs
- **ALT** - Alternative ([ALT GR] not commonly used)
  - Allows alternative characters to be typed. So if I press [NUM LOCK] to engage the Numbers keypad, on the right, then hold [ALT] + 210 I get €
- **FN** - Function
  - Performs computer 'functions' such as [F1] is Help, or [F5] is refresh screen.
-  - Windows
  - This performs Windows special functions, ie:  + [L] is Lock,  + [X] Windows 'special' menu ...

## The Keyboard

Unlike a typewriter keyboard, that originally physically connected the keys you pressed with the type heads that struck the paper, a computer's input device – the **KEYBOARD** allows you to communicate to both the program (or App) you are using (such as the spreadsheet or document tool) and the computer's operating system (an all encompassing program that controls your computer's behaviour; **WINDOWS**). It also allows you to 'speak' directly with the hardware components, such as the loudspeaker and screen brightness by use of the **[Fn]** keys.

The Keystrokes described here are **NOT NECESSARY** for the normal operation of your computer, but provide '**SHORTCUTS**', of which there are hundreds (often program specific) to common tasks.





### Important Things:

- PHYSICAL STUFF
  - There are many sockets on the outside edges of your computer for things to plug in to, such as the power cord or an additional keyboard, mouse, screen or even extra storage. NB: There are hundreds of add on peripherals available.
  - The POWER button (and associated lights, such as on/charging, disk activity and WiFi activity)
- WINDOWS STUFF
  - WALLPAPER
 

The number 5 and coloured splodges are this Laptop's wallpaper. It can be any picture and easy to change. Just move the mouse pointer to an empty space, right click and select {Personalise} from the dropdown menu. A new window appears in which the *background* picture can be selected.
  - ICONS
 

Commonly used programs, plus 'Recycle Bin' appear as Icons; 'double Left Click' to access
  - TASK BAR / SYSTEM TRAY
 

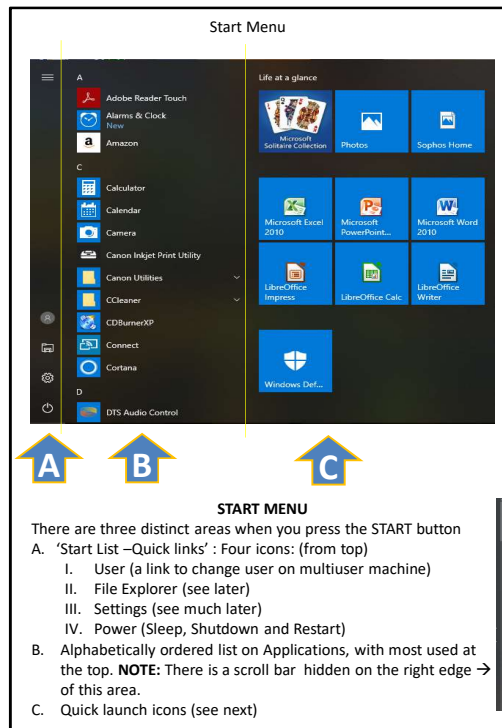
Along the bottom of your screen (although it can be dragged to the top or sides) exists the TASK BAR and extreme bottom left the 'START BUTTON'



## WINDOWS START

Left mouse click the START BUTTON and the Windows 10 Menu appears

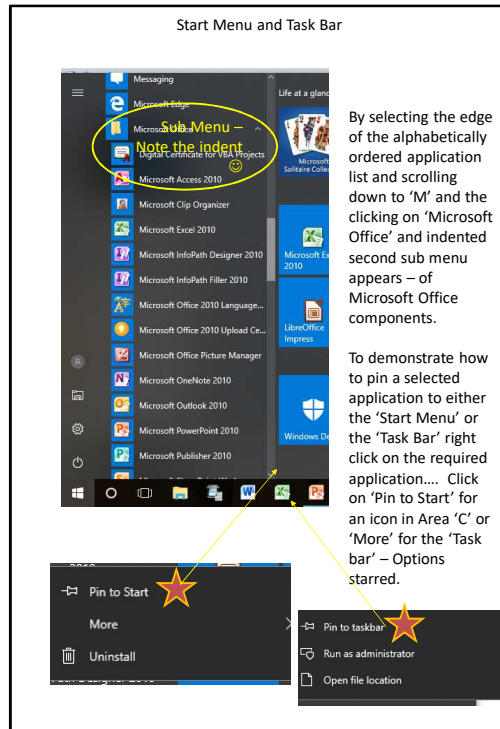
- FYI: It's size can be changed by moving the mouse pointer to its extreme top right corner and clicking (keep the button depressed) the left mouse button and dragging the pointer to alter the shape
- The contents of this Menu depend upon what programs have been loaded on to your computer and how it has been customised by the manufacturer / Microsoft or yourself



### THREE AREAS WITHIN THE START MENU

This describes the three areas within the Start Menu.

NB: The 'Start List' A: Popup actually has a 5<sup>th</sup> Icon, right at the top that just expands the 'Start List'

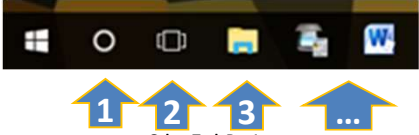


## Area 2: The Application List

All of the programs installed on your computer are listed here in Alphabetical order. Note that some may exist as a sub menu indicated by an indent in the list.

How these programs appear on your computer's start menu, task bar and wallpaper can be affected by right clicking these icons and selecting the required option

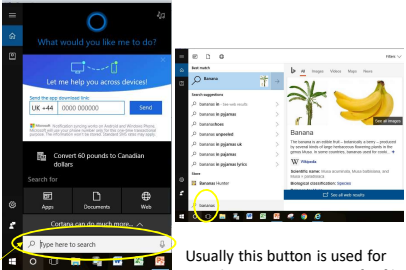
The Task Bar



**Other Task Bar Icons**

There are a number of icons that automatically appear on the task bar, as well as those you can add (see back).

1. The 'Cortana' Search icon. Cortana is Microsoft's voice activated search tool, so if it is set up you can say the words you want to appear in the search box. Otherwise click the icon and type the question you want answered. Like 'Bananas' ...



Search Box

Usually this button is used for searching your computer for files or applications

## Other Common TASK BAR ICONS

### 1: CORTANA Search

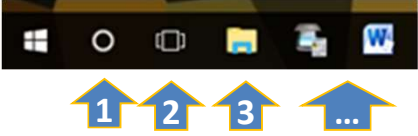
- One of the hard things to do on a computer is to find where you have put stuff. This (voice activated – [if set up, and if you have a microphone built-in / attached]) search tool looks for stuff for you.

NOTE: There are three icons at the top of the search box: Apps [Box], Files [File], Settings [Wheel]. Click to refine.




Also note that this tool will search the Internet (if connected) if it cannot find a suitable result

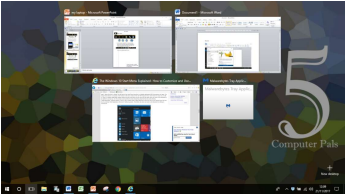
The Task Bar



2. Your computer can perform many tasks at the same time. If you have more than one application open, you will see a small 'bar' underneath the running application on the task bar .



To see more details press this icon.

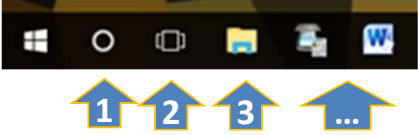


All of your open programs will be displayed

## 2: Multiple Task List

Provides a pictorial display of all open application programs running

Task Bar

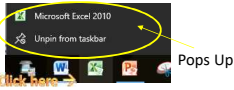


3. This is the 'FILE EXPLORER' – a key component of your computer. Remember it also appears in the Start Menu's quick start list. Everything on your computer exists as a 'FILE'. These files live on your disk drive and are transferred into memory when the computer runs. There are a number of different types of file, the most important for you are:

- a. Applications
- b. Documents
- c. Photographs or images
- d. Music
- e. Etc...

The 'File Explorer' allows you to find these files. (See Next)

4. ... These are icon that you or the computer manufacturer have placed here. If you 'Right Click' you can remove them from the task bar. NB: Left click- hold and drag will allow you to change their order.



### 3: FILE EXPLORER and [...] Other Pinned / Open Programs



File Explorer

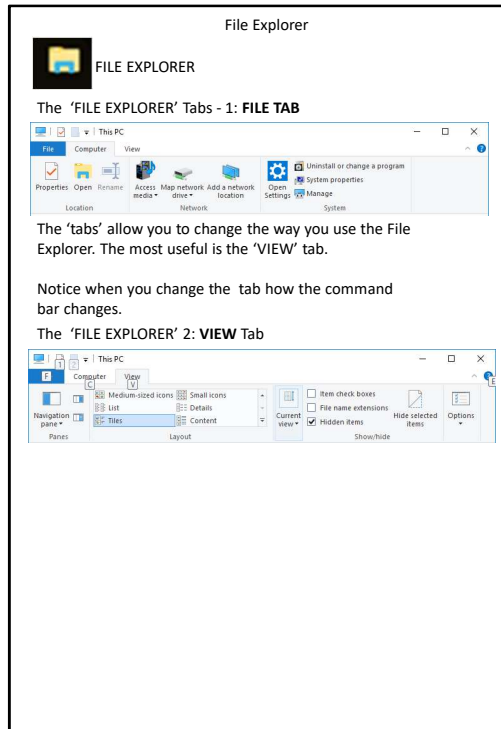
This is the 'FILE EXPLORER'

Firstly look at the top left – more Icons.

These allow you to customise the way File Explorer works, change its size and Close it. These Icons are not very important

## FILE EXPLORER





## FILE EXPLORER – FILE Tab

