Intro to Microsoft Windows

JEFFERSON COUNTY LIBRARY DISTRICT

Course Schedule

Dates and Titles
March 22 – Internet Basics
March 29 – Microsoft Office 365
April 5 – Email Basics
April 12 – File Management
April 19 – Staying Safe Online
April 26 - Settings

Times
Fridays,
2:00 – 3:30 pm

Tech Tuesdays

- **April 2** - Your Google Account
- **April 9** – Your Microsoft Account
- Time: 3:00 – 4:30 pm
- Description: Learn how to sign-up for Microsoft and Google accounts and the services included.

Objectives

- Learn the Microsoft Windows interface.
- Find and open programs.
- Manage windows.
- Connect to WiFi.

Vocabulary

- Desktop
- Taskbar
- Start Menu
- Search Bar
- WiFi

Operating Systems

To begin, what is an operating system?

An operating system is software that manages computer hardware and software resources.

It acts as an interface between the user and the computer hardware.
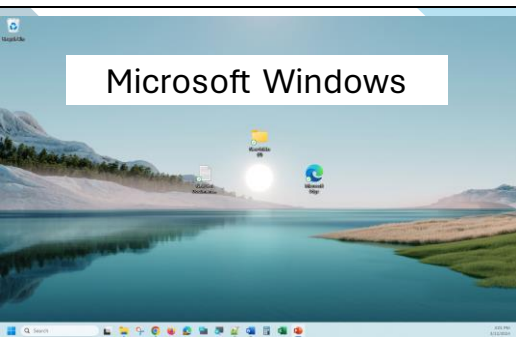
Operating Systems

- Microsoft Windows
- MacOS
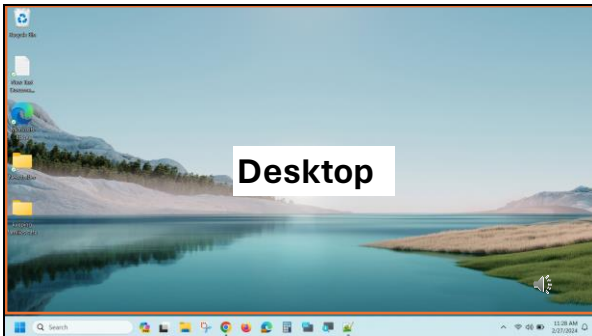- IOS
- Android

Quiz

What is an operating system?

A. Your primary physician
B. A television
C. Software that manages computer hardware and software resources.
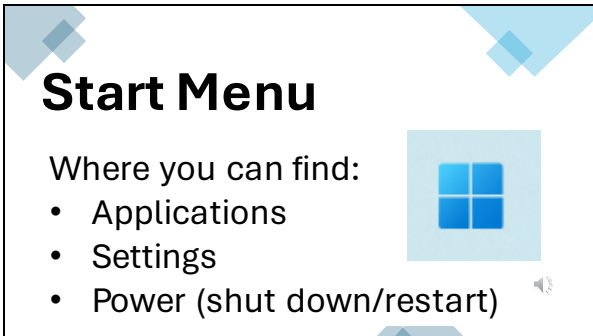
Microsoft Windows

Desktop

The desktop is a place you keep frequently used applications, files, and folders.
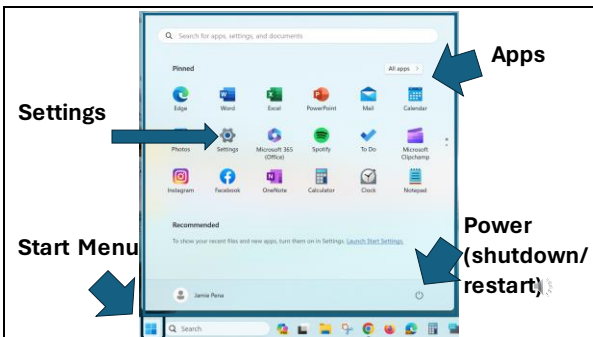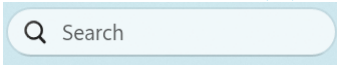

Desktop

Taskbar

The taskbar is a place to keep programs you use often and see what programs are currently open.

Taskbar

Start Menu

Where you can find:
- Applications
- Settings
- Power (shut down/restart)

Apps

Settings

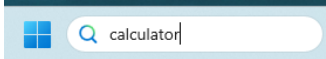Start Menu

Power
(shutdown/
restart)

Search

Q Search

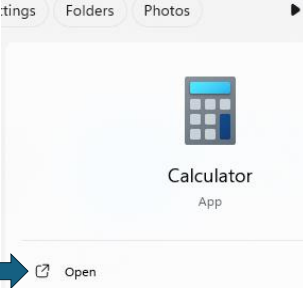Look for applications, files, and folders on your computer.

Search

Q calculator

Type 'calculator'.

Search

tings   Folders   Photos

Calculator
App

Open

Click the icon or 'open'.

3/16/2024
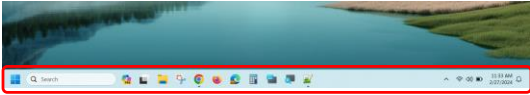
Quiz

What is this area called?

What is this space called?

Quiz

2.
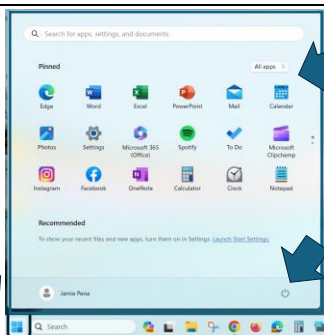
What are the
3 arrows
pointing to?

1.

3.

Quiz

What are 2 places you can find and open applications in Microsoft Windows?

A. Desktop   **C.** Power button   **E.** Search Bar
B. Taskbar   **D.** Start Menu   **F.** WiFi

Connecting to WiFi
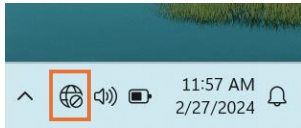
The globe means you are not connected.

Click on it to see available connections.

Connect to WiFi
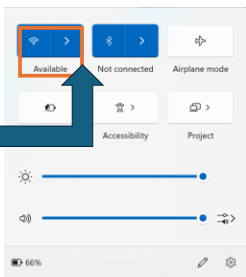
Click the **">"** to see available networks.

Connect to WiFi

Secure Network
Requires password.

← Wi-Fi

🔒 JCLStaffWireless

JCLGuest

🔒 Hidden Network

More Wi-Fi settings

Connect to WiFi

Open Network

- No padlock.
- Is not secure.

← Wi-Fi

🔒 JCLStaffWireless

JCLGuest

🔒 Hidden Network

More Wi-Fi settings

Connect to WiFi

Click "Connect" to connect to the WiFi.

← Wi-Fi

🔒 JCLStaffWireless

JCLGuest
Open
Other people might be able to see info you send over this network
☐ Connect automatically
Connect

🔒 Hidden Network

More Wi-Fi settings

Quiz

Which icon should I click to connect to WiFi?

Managing Windows

Jamie Pena JP   —   □   ✕

omments   ✎ Editing   ☆ Share ▾
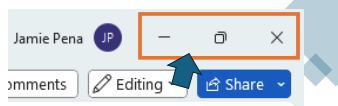
All windows can be managed in the upper-right hand corner.

Using what you've learned open Microsoft Word.

Minimizing Windows

Jamie Pena JP   —   □   ✕

omments   ✎ Editing   ☆ Share ▾

"-" leaves the program open but puts it on the taskbar.

Minimize the Word document.

Restore a minimized window

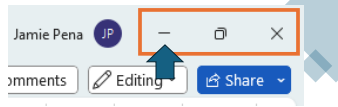A minimized window will appear on the taskbar with " **.** " beneath it.

Hover over it to see a preview.

Click on the Word document to restore it.

Make a program full screen

Clicking on the square makes a window "full screen".

Click on the square to make the Word document fill the screen.

Restore Down

Jamie Pena

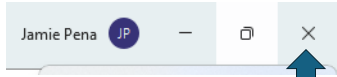If your window is already "full screen" you will see two squares.

This is called **restore down**. This will reduce the window's size.

Click on the **restore down** button.

Close

Jamie Pena JP — ⟋ ✕

Click on the X to close the Microsoft Word
document.

If prompted, choose "do not save."

Quiz

Which button closes a window?

— ☐ ✕

Quiz

Which button makes a window full screen?

— ☐ ✕

Quiz

Which button minimizes a window?

—　　□　　×

Quiz

Bonus: Where do minimized programs go?

- Desktop
- Taskbar
- Start Menu
- WiFi

Creating Shortcuts

You can add applications to the taskbar so they are easier to find.

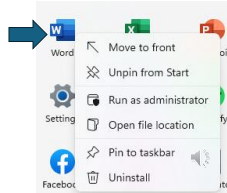You can add them through the Start Menu and the Search Bar.

From the Start Menu

Click on the Start Menu.

Right-click on Microsoft Word.

Right-click = press one time
on the right side of the mouse.

Right-click opens menus.

Move to front
Unpin from Start
Run as administrator
Open file location
Pin to taskbar
Uninstall

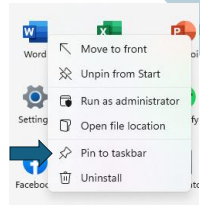
From the Start Menu

Left-click on **Pin to Taskbar.**

Look at the taskbar.

A shortcut for Microsoft Word
has now been added to the
taskbar.

Move to front
Unpin from Start
Run as administrator
Open file location
Pin to taskbar
Uninstall

Taskbar Shortcut

Q Search

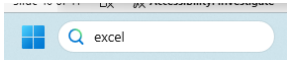## From the Search Bar

Using the Search Bar, enter Excel or another program on your computer.

From the Search Bar

Click (left-click) on
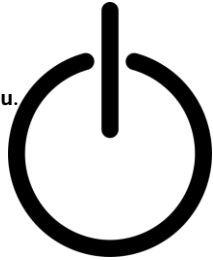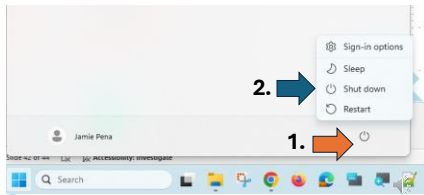**"Pin to Taskbar"**.

From the Search Bar

Shutting Down

This is the power symbol.

You will find it in the **Start Menu.**

Shutting Down

Click on the Power symbol and select "Shut Down."

2.

Shut down

1.

Jamie Pena

Q Search

Quiz

Which button do you use to shut down a computer?

Quiz

Where can you find the power symbol?

Next Class

Basic Computer Skills: Internet Basics
Date: Friday, March, 22
Time: 2:00 – 3:00 pm

- Web browsers
- Searching
- Tab
- Bookmarks

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Questions?

If you have questions about the topics covered in this presentation contact the Jefferson County Library District to schedule a One-on-One tech help appointment.

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