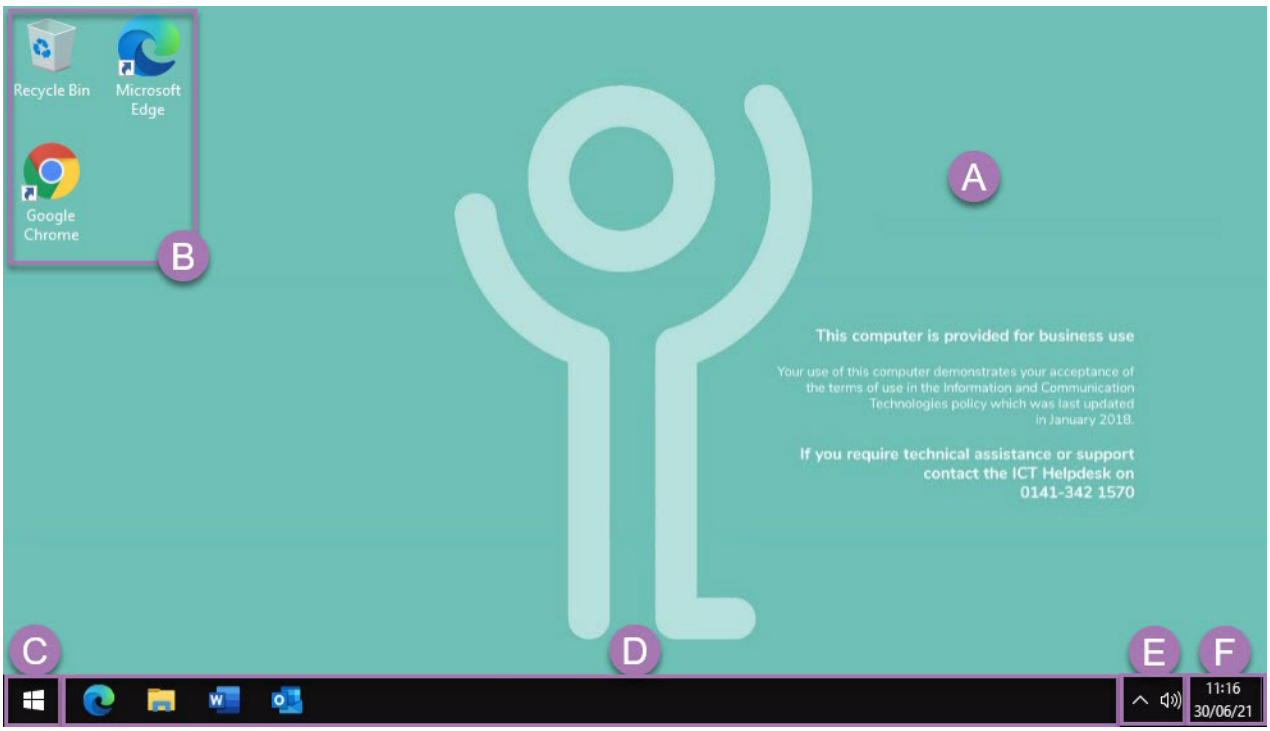
Windows 10

Screen Components



What is the windows desktop? (A)

The windows desktop is the background on which everything else appears. This can be set to display a picture, a pattern or a plain coloured background. The background of the computer has been set by ICT and should not be altered, within the VDI it cannot be altered.

What are 'icons'? (B)

Icons are the pictures that can represent programs, folders, files etc. These icons can appear in various places (in the start menu, the windows desktop, the taskbar etc). If you double click an icon that represents a program the program will run. If you click on a 'container icon' (eg 'Recycle Bin') then the contents of that container is displayed.

What is the 'Start'/'Windows' button? (C)

Normally found in the bottom left of your screen, the 'Start' or 'Windows' button is the gateway to your PC. See 'What is the 'Start Menu' for more information.

What is the 'taskbar'? (D)

The taskbar contains the start button, shortcuts to programs, bars representing open windows/files/software and the system tray. It can normally be found running along the bottom of the screen. See the 'Taskbar' section of this guide for more information on its usage.

What is the 'system tray'? (E)

The system tray contains icons for programs which add functionality to Windows. Most of the icons relate to programs that start when you log into Windows and are said to be 'running in the background'. The system tray is usually found at the bottom right of the screen. When connected to the Internet a 'Network' icon will appear in this area. If a small arrow is shown, click this to display any hidden icons.

What is the 'system time'? (F)

The current 'system time' and date is displayed in the bottom right hand side of the screen in the taskbar.

How do I move an icon around the desktop?

1. Click on the icon you wish to move.
2. Press and hold down the left mouse button.
3. Drag the icon around the screen to the required position.
4. Release the mouse button.

How do I delete an icon from the desktop?

1. Drag it over the recycle bin and release the mouse button.
   OR
1. Click on it once to select it.
2. Press <Delete> on the keyboard.

Start Menu

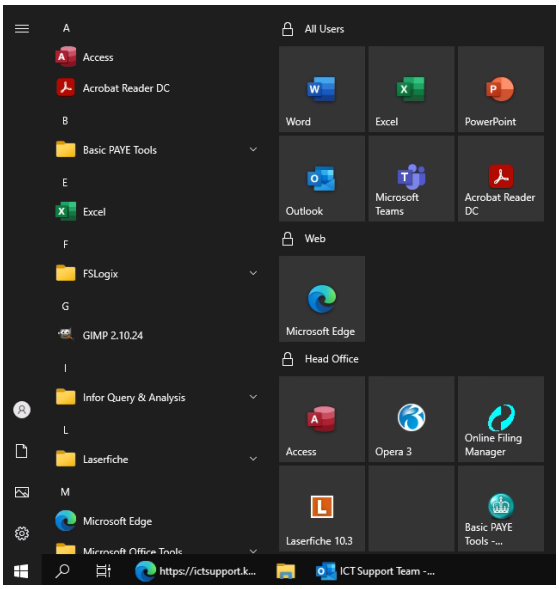
What is the ‘start menu’?

The ‘Start Menu’ is the gateway to your computer. From this menu you can choose to run a program, get help, log off, shut down windows etc.

Access the start menu by clicking the ‘Start’ or ‘Windows’ icon in the bottom left hand corner of the screen.

How do I run programs using the Start Menu?

1. Click the ‘Start/Windows’ button.
   The ‘Start Menu’ will be displayed.



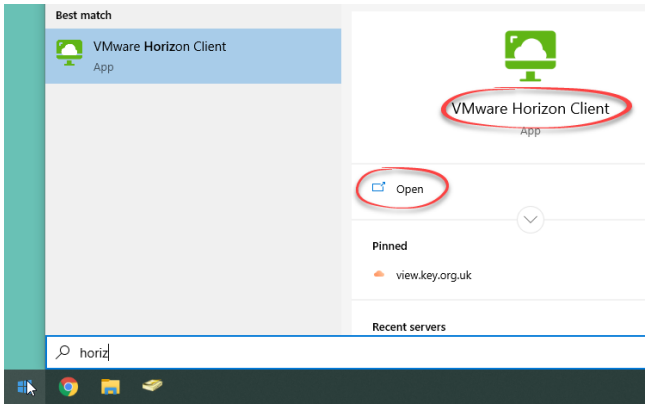
   ‘All Programs’ installed on the PC will be show in the left hand side of the menu (listed A-Z) and programs ‘pinned’ to the start menu will be shown at the right hand side.
2. Locate the icon for the program you wish to run.
3. Click once on the icon.

Searching the Start Menu

How do I search for a program?

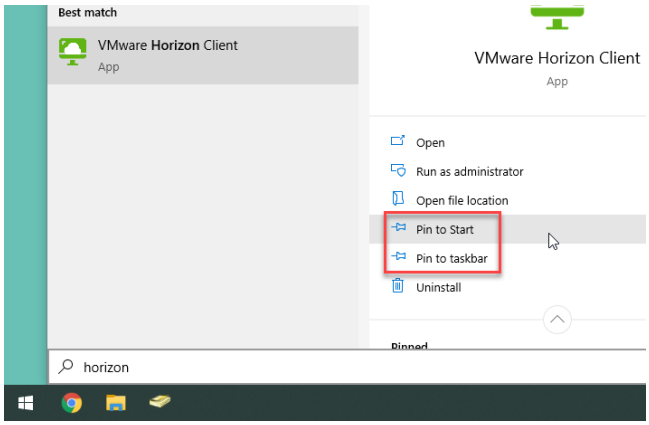
1. Click the 'Start/Windows' button.
2. Begin typing the name of the program.

3. If your chosen program is listed in the search results, click its name once or click 'Open' to run the program.

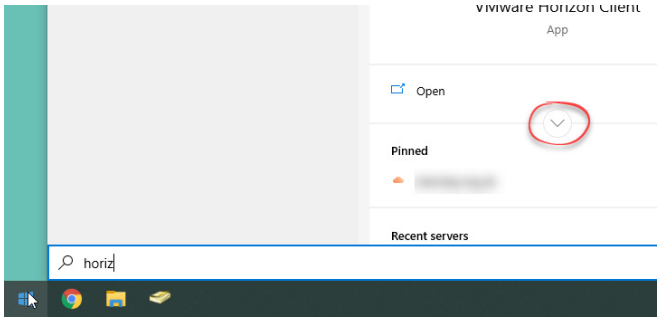


How do I pin icons to the start menu or taskbar?

1. Search for a program using the instructions opposite.
2. When the program is listed, right click on the name.
3. Choose 'Pin to Start'. or 'Pin to Taskbar'.



NOTE: If the options are not on display under the title of the program click the down pointing arrow to display them.



Taskbar

What is the 'taskbar'?

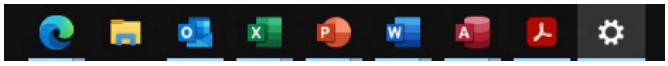
The taskbar contains the start button, shortcuts to programs, bars representing open windows/files/software and the system tray. It can normally be found running along the bottom of the screen.

How are programs displayed in the taskbar?

Open programs are displayed as bars in the centre section of the taskbar.

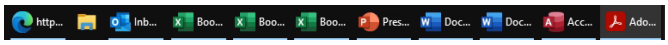
There are three options for displaying program icons in the taskbar depending on how they are combined.

1. **Always Hide** - ONE bar will show for each open window. Titles will not be displayed, only the icon.

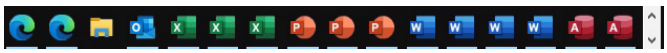


2. **When the taskbar is full** - Each window has its own labelled icon. When the taskbar becomes full and no more can fit. They will be combined and grouped by the software application.

3. **Never** - Each open window will have its own bar in the taskbar. Should you have two Word documents open each will show as an individual bar. The window on display will be shaded slightly greyer in the taskbar.

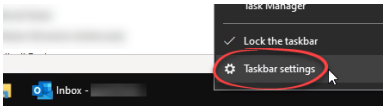


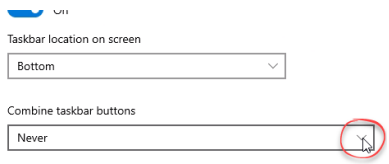
The more windows you have open the smaller the icons will become. Eventually, if there is no space left in the taskbar to display them, they will be split over 2 or more rows. Use the arrows that appear at the right hand side to move between the rows.



How do I change this setting?

1. Right click in any blank space in the taskbar.
2. Click 'Taskbar Settings'.
3. Scroll to the 'Combine taskbar buttons' option.
4. Click the drop down menu and choose an option.
5. Close the 'Settings' window.

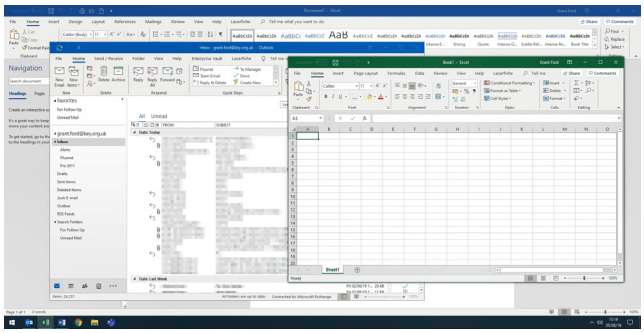




Windows

What is a window?

A window is a viewing area on the screen. It is common to have more than one window or program open at a time.



The illustration above shows three open windows. It is usual for one window to maximised (taking up the full screen) and for the other windows to be hidden behind.

How do I move between windows?

As explained in the 'Taskbar' section, the way in which you choose to combine the buttons in the taskbar will determine how the windows are displayed in the taskbar.

Using the Taskbar:

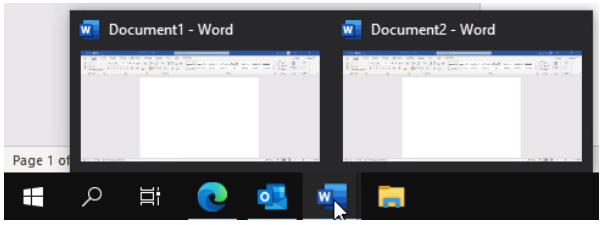
Method One:

1. If each program window has its own bar in the taskbar, click that bar to bring that window to the front.

Method Two:

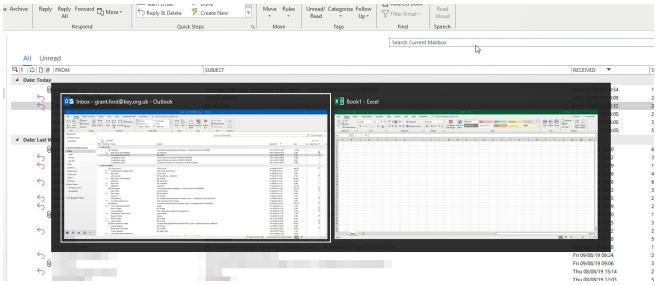
If your icons are grouped within their associated program. The icon will change slightly, it will look like two bars are stacked over each other.

1. Hover your cursor over the icon.
2. Click on the window you wish to bring to the front.



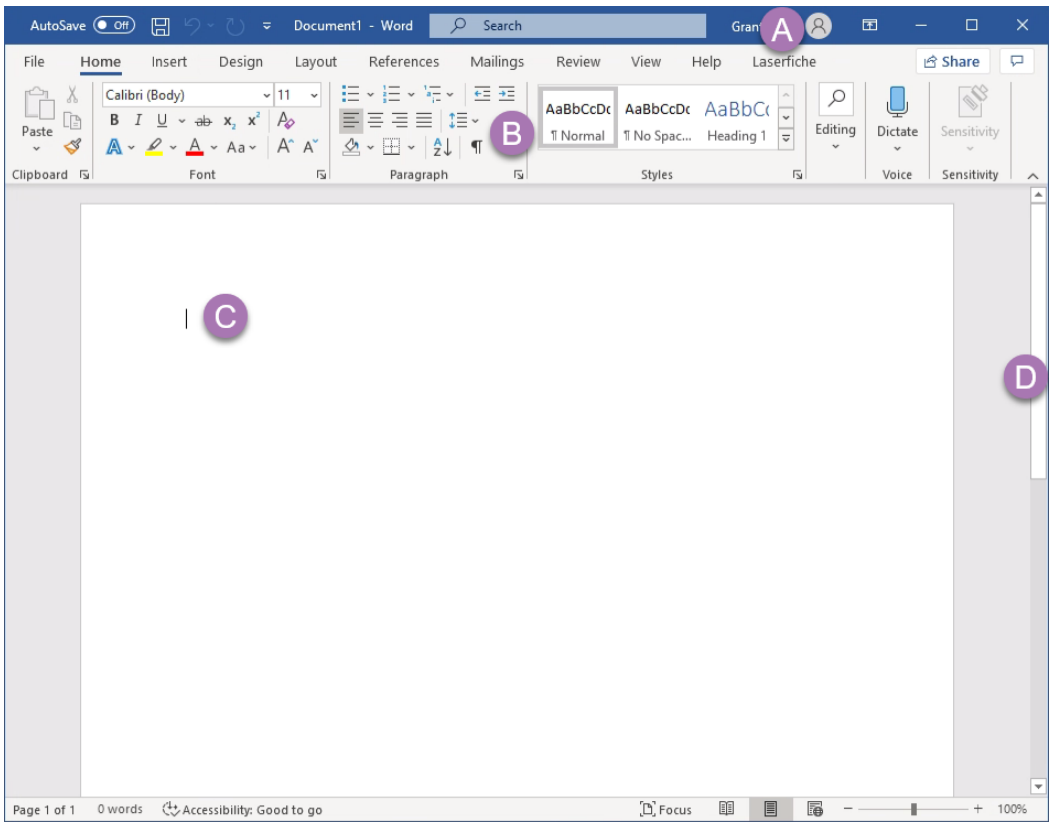
Using the Keyboard:

1. Press and hold <ALT>
2. Press <TAB>
   A preview of each window will be displayed. One will have a white border round it.



3. Press the <TAB> key until the border is round the program you require.
4. Release the <TAB> key.
5. Release <ALT>.

Windows - Basic Elements



What is the 'title bar'? (A)

The title bar is found at the top of the window. It usually informs you as to the program you are using and may also tell you the title of the file you have open.

What is the 'ribbon bar'? (B)

The ribbon bar is usually found at the top of the window. When you click an option at the top (one of the words!) a new set of buttons are displayed - the ribbon.

Depending on what you are doing some ribbons may only be visible at certain times. For example, when you are working with graphics in Word the 'Picture Tools, Format' ribbon becomes available.

What is the 'cursor'? (C)

The cursor is a pointer controlled using your mouse or keyboard. The cursor is most often displayed as a small white arrow but can take other forms such as a blinking underscore or vertical line where you can enter text.

What are 'scroll bars'? (D)

Scroll bars are only displayed when the contents cannot be displayed in the window at once. They are usually located at the right and the bottom of the window and are used to navigate to different parts of a document or window.

There are 2 main ways in which the scroll bars can be used:

1. Click on the scroll bar and drag this in the appropriate direction until you reach the desired point in your document. Use this option to scroll quickly through a long document.
2. Click on the arrows to slowly scroll through a document.

Windows - Resizing and Moving

What are the resize controls?

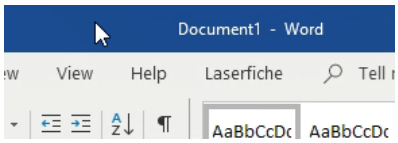
The resize controls appear in the top right corner of your window. The minimise (A) button and close (D) buttons are always displayed. The middle button will vary depending on the current state of the window. This button will be shown in one of two ways as illustrated below.

a. **Minimise** - Reduces the window in size. It will display as a bar in the taskbar.
b. **Maximise** - Enlarges the window to take up the full screen.
c. **Restore Down** - Reduces the window to the last custom size.
d. **Close** - Closes the window/program.

When the window is maximised the middle button will 'Restore Down'. When the window is displayed at a custom size the middle button will 'Maximise'.

1. Click the appropriate button to minimise, restore down, maximise or close the window.

How do I move a window?

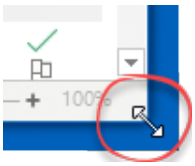


1. Click on the title bar.
2. Press and hold the left mouse button.
3. Drag the window around the screen.
4. Release the mouse button when the window is in the desired location.

How do I change the size of my window?

Method 1:

1. If your window is maximised, click the 'Restore Down' button.
2. Move the cursor over the border or corner of the window.
   The cursor will change in appearance similar to that illustrated opposite.

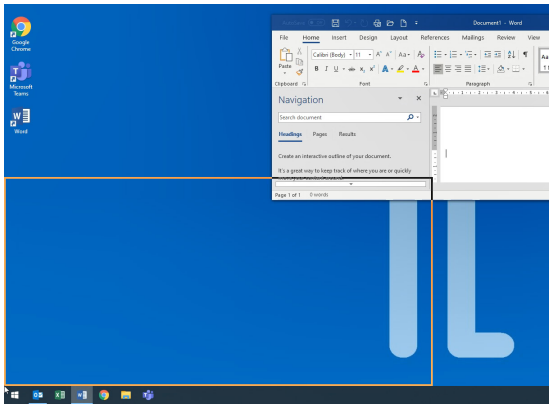


3. Click and hold the left mouse button.
4. Drag the cursor until the window is the required size.

   TIP: Click and drag a corner to change the size horizontally and vertically at the same time.

Method 2:

1. Position your cursor over the 'Title bar' (the bar at the top.
2. Press and hold down the left mouse button.
3. Drag the cursor to:
   a. the far left or right to fill that half of the screen.
   b. a corner to fill that 1/4 of the screen.



   A border will show you the area the window will use.
4. Release the mouse button.

NOTE: You can also drag the window to the very top of your screen to maximise it.