

Basic Computer Training

# Windows 10

*Participant Guide*

# Windows 10

Welcome to Basic Computer Training. This course will focus on the topic: of Windows 10.

Topics to be covered include; identifying and using desktop components, navigating to programs, toggling between windows, and adjusting settings to customize the computer. Learners will gain a better understanding of the Windows 10 operating system and computer functionality. After this course, learners will be prepared to use any computer that runs on a Windows 10 operating system.

This is a self-paced course designed for you to complete at your own pace. Before you get started, make sure you have the following items to ensure successful completion of this course:

- Something to write with – pen or pencil
- Your participant guide -
- Windows 10 Checklist – to keep track of which video modules you have completed
- A quiet place to complete your training that is free from any distractions
- And, a headset, if needed

# Windows 10

## Slide Deck



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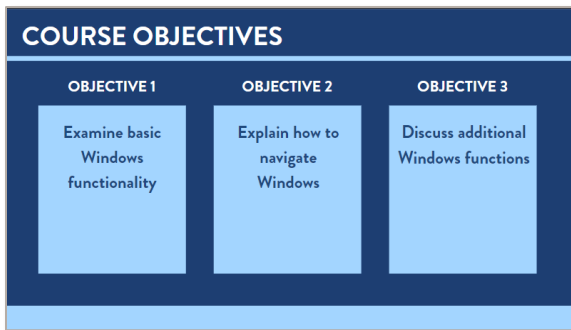
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**Directions:** As you're watching these videos, write your notes in this participant guide, which can be used as a study resource that will prepare you to take the Northstar Assessment for this topic. There is a place at the end of the guide where you can take additional notes and write down any questions you have.

# Windows 10

## Operating System Identification

**Directions:** As you're watching this video, answer the questions below.

Which computer manufacturer created Windows 10?

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Windows is programmed with which default internet browser?

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Without an operating system, a computer \_\_\_\_\_

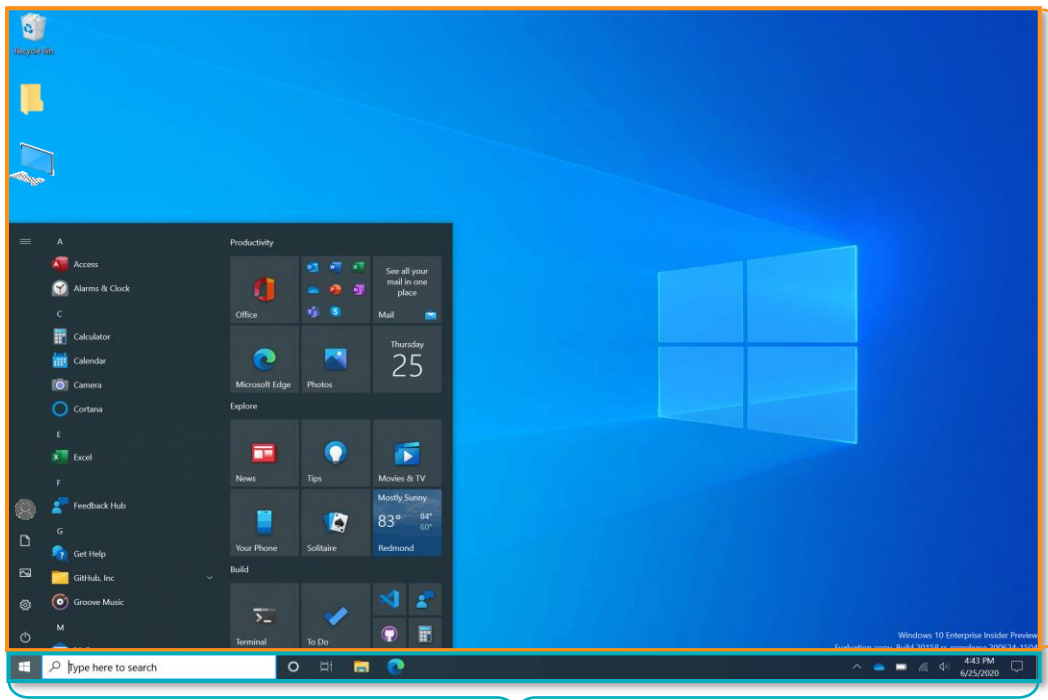
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## Windows 10 Desktop

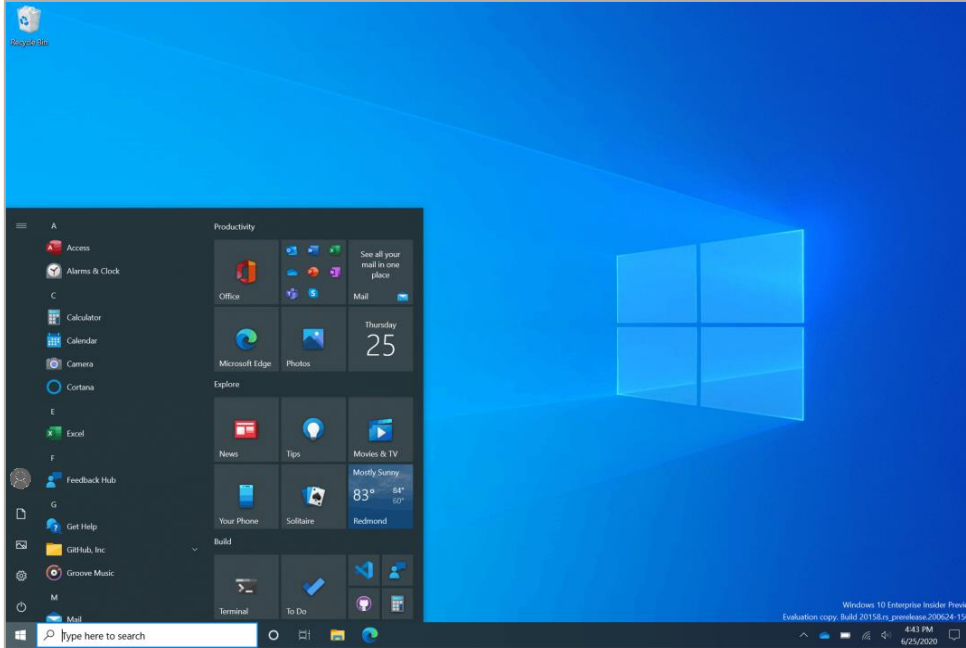
**Directions:** As you watch the video, label the picture below.



# Windows 10

## Windows Start Menu

**Directions:** Draw an arrow pointing to where the Start Menu is on this picture.



## What can you access from the Start Menu?

**Directions:** Fill out the list.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

# Windows 10

## Finding and Opening Applications

**Directions:** Using the Word List, fill in the blanks below to list the ways that you can open applications in Windows.

<p><u>Word List</u></p> <ul style="list-style-type: none"><li>• Pin Icon to Start Menu, left-click</li><li>• Drag &amp; Drop from Start Menu, double-click</li><li>• Scroll down list</li><li>• Pin Icon to Taskbar, double-click</li><li>• Search for Application, double-click</li></ul>	Desktop Icons	
	From the Start Menu	
	Using the Search Tool	

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## Open, Close, Switch

**Directions:** As you watch the video, fill in the blanks below.

**Open:** To open an application, \_\_\_\_\_ if the application is pinned to the \_\_\_\_\_ or the

\_\_\_\_\_.

\_\_\_\_\_ to open an application stored as an icon on the \_\_\_\_\_ or found on the alphabetically-ordered list in the

\_\_\_\_\_.

# Windows 10

## Open, Close, Switch (cont'd)

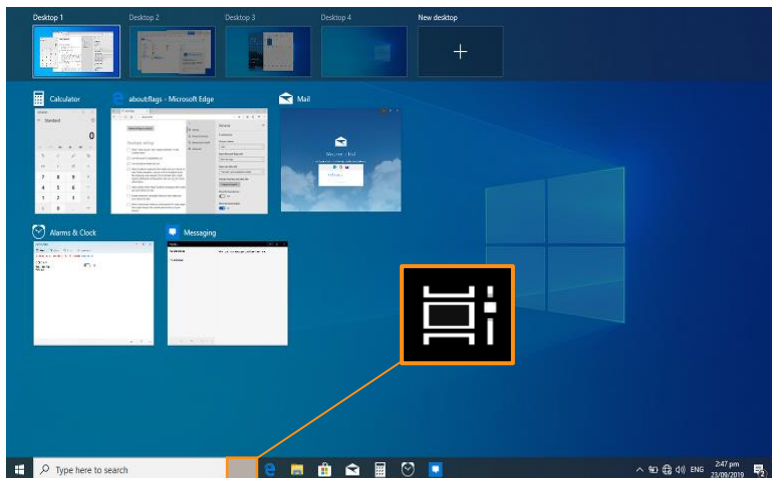
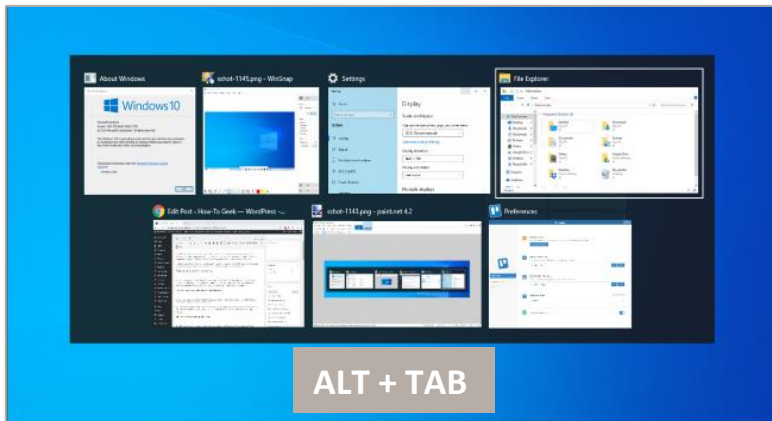
**Directions:** As you watch the video, fill in the blanks below.

**Close:** To close an application, locate the \_\_\_\_\_ found in the upper right-hand corner of the \_\_\_\_\_.

\_\_\_\_\_ on the 'X' and the application will

\_\_\_\_\_.

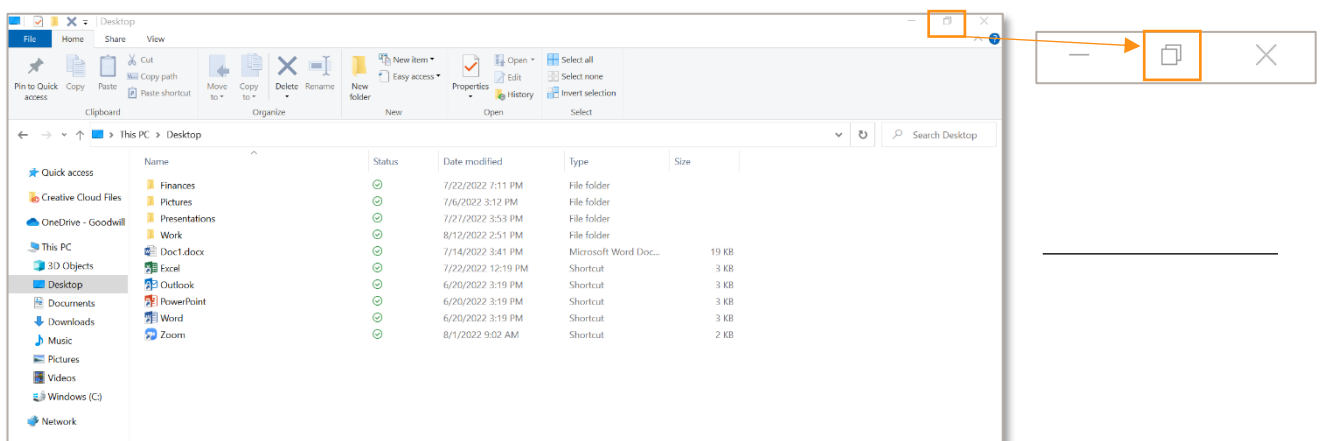
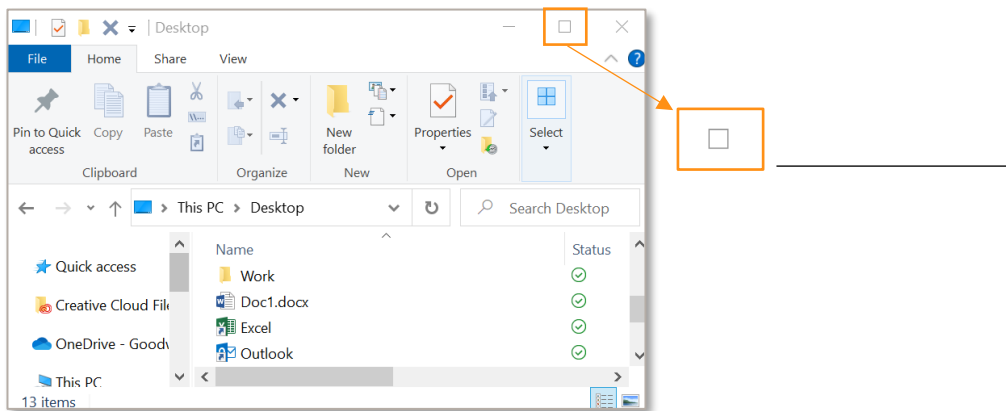
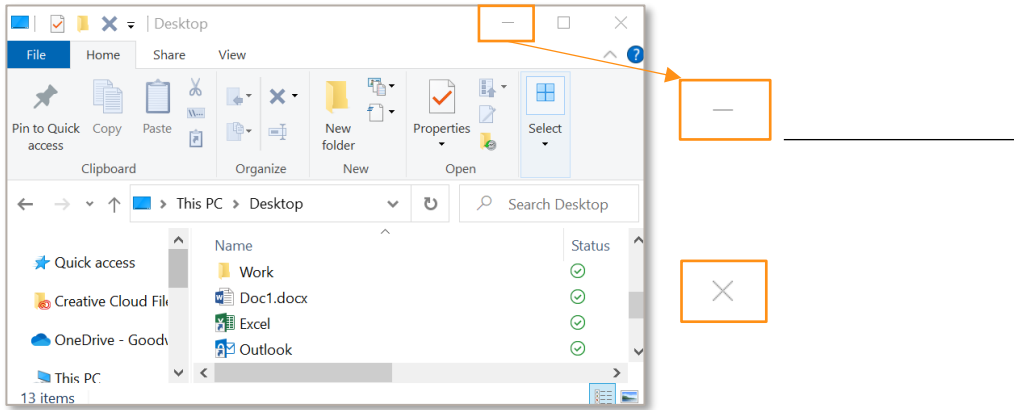
**Directions:** As you watch the course, label each picture that demonstrates how to switch between windows.



# Windows 10

## Minimize and Maximize Windows

**Directions:** Fill in the blanks below with the names of the icons in the top right of each picture.

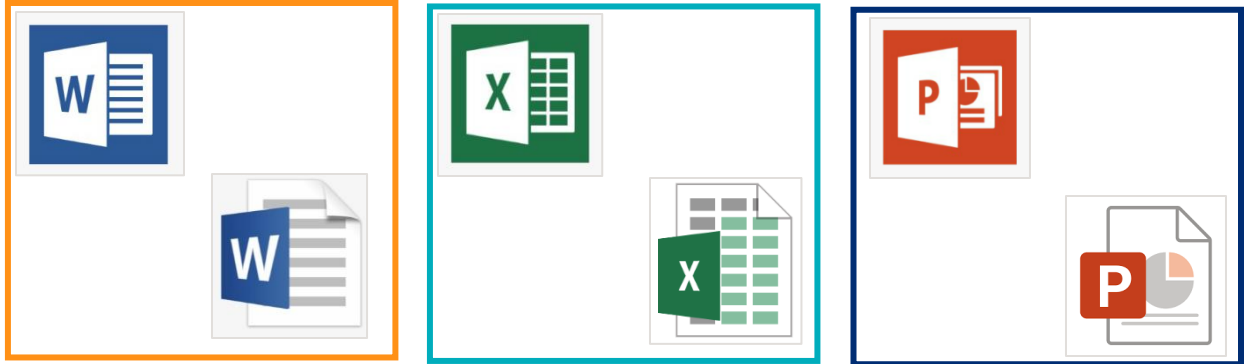




# Windows 10

## Identifying Icons and File Extensions

**Directions:** Fill in the blanks below with a description of the file extensions.



1. .docx: \_\_\_\_\_
2. .xlsx: \_\_\_\_\_
3. .pptx: \_\_\_\_\_

**Directions:** Write the name and function next to each application icon.



\_\_\_\_\_



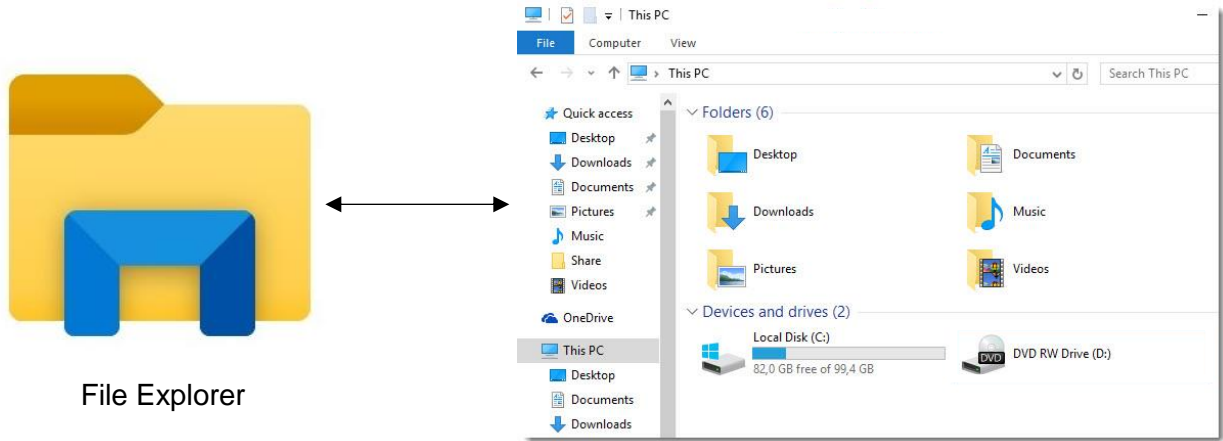
\_\_\_\_\_



\_\_\_\_\_

# Windows 10

## Windows File Explorer and Drives



File Explorer

Open File Explorer Window

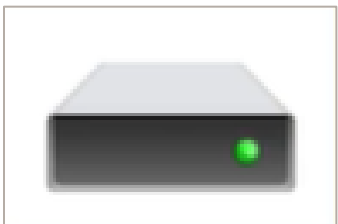
**Directions:** Draw a line to match the drive name and description to its icon picture



**USB Drive** – portable storage drive that appears in your drive list when a USB is plugged in



**(C:) Drive** – computer's hard drive, stores operating system, applications, and files downloaded from the internet



**One Drive** – cloud-based storage drives accessible through Microsoft account login.

# Windows 10

## Recycle Bin

**Directions:** Write down some key information about each picture. The second picture has icons highlighted in orange for you to describe



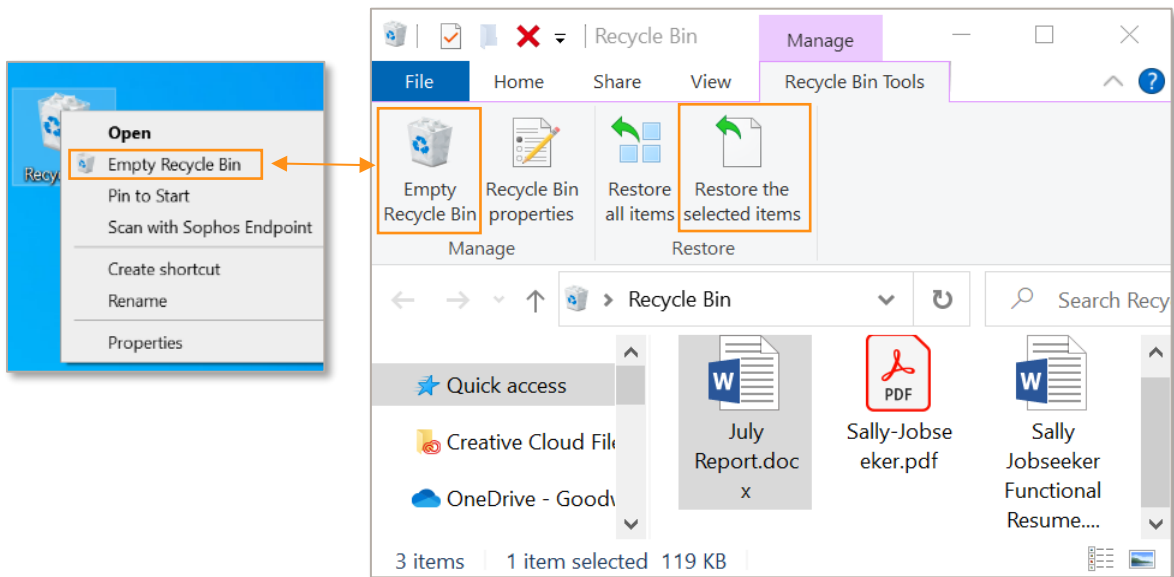
Recycle Bin:

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Empty Recycle Bin:

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Restore the Selected Items:

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# Windows 10

## Uninstall Applications

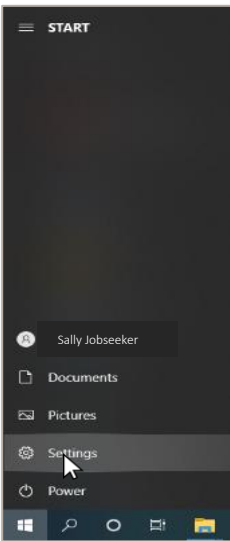
**Directions:** Answer the question.

Which Settings icon do you click on to uninstall an application?

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**Directions:** Write down the steps to install an application next to each picture of the process.

### To Uninstall an Application in Windows 10:



1.

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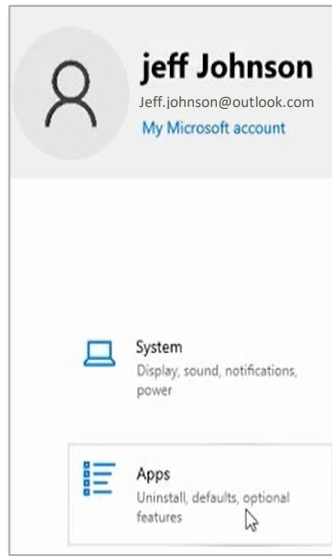
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2.

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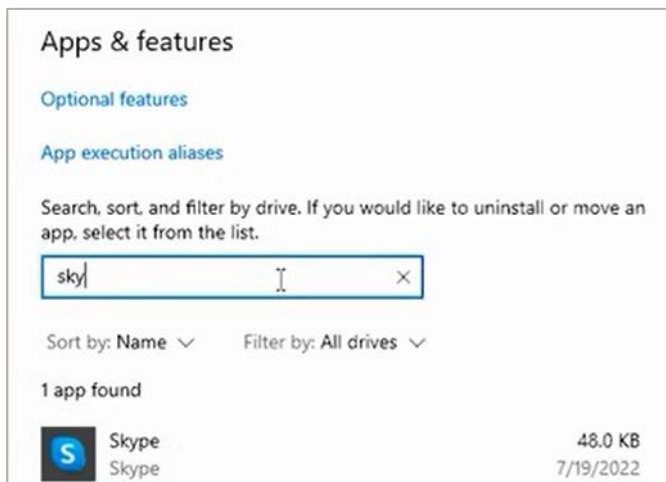
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3.

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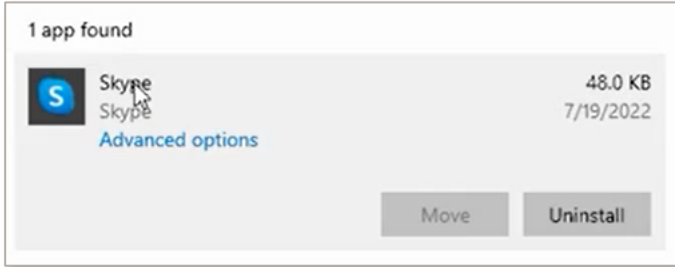
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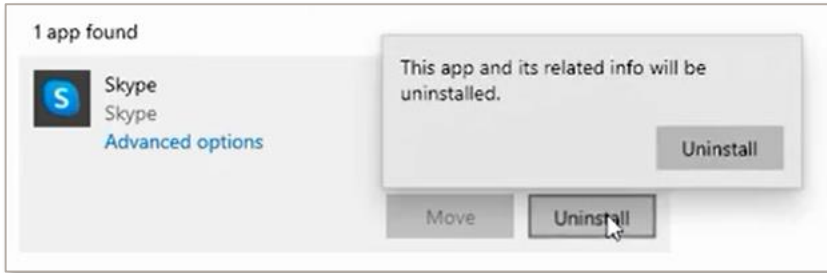
# Windows 10

## Uninstall Applications (cont'd)

**Directions:** Write down the steps to install an application next to each picture of the process.



4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



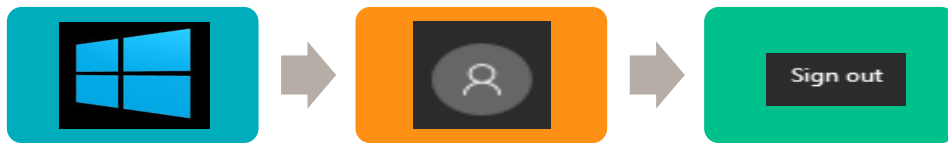
5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Log Off, Restart, Shut Down

**Directions:** Write down the steps to log off a computer.

Log Off:



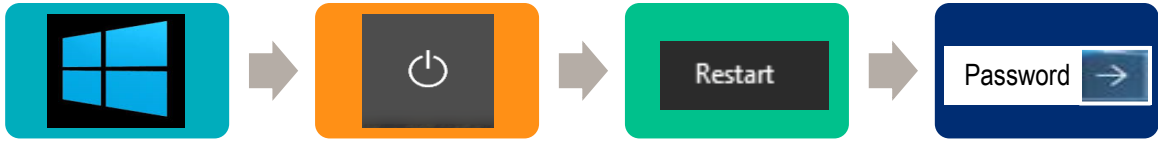
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

# Windows 10

## Log Off, Restart, Shut Down (cont'd)

**Directions:** Write down the steps to restart a computer.

### Restart:



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Directions:** Write down the steps to shut down a computer.

### Shut Down:



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. Optional: \_\_\_\_\_

**ADDITIONAL RESOURCES**

Thank you for completing this course.

If you feel you need further assistance:

- If you are working with a Career Coach you can reach out to them directly.
- If you found these courses on My Career Advisor, and have not enrolled in the Digital Literacy program, please call the Contact Center at (602)-535-4444 to connect with a Virtual Career Coach.

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# Windows 10

## Additional Notes

**Directions:** Capture any additional notes regarding the course below.

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## Follow Up Questions

**Directions:** Write down any questions you may have that you would like to follow up on at the end of the course.

Question: \_\_\_\_\_

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Answer: \_\_\_\_\_

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Question: \_\_\_\_\_

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Answer: \_\_\_\_\_

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Question: \_\_\_\_\_

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Answer: \_\_\_\_\_

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