

# 01 Computer Setup

## *Introduction*

In this section, you will see information about setting up your desktop. It is intended to be background information, depending upon your needs and the device that you are using.

## **Boot up your Computer**

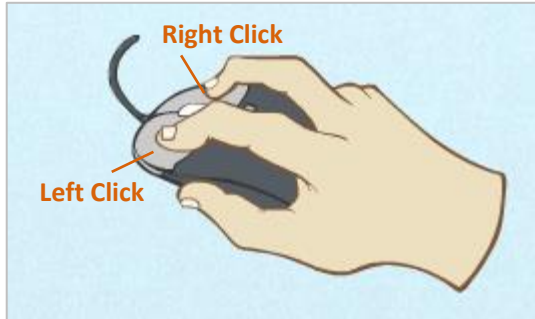
**When the computer boots up, you will see the first log on screen.**

**To unlock the screen:**

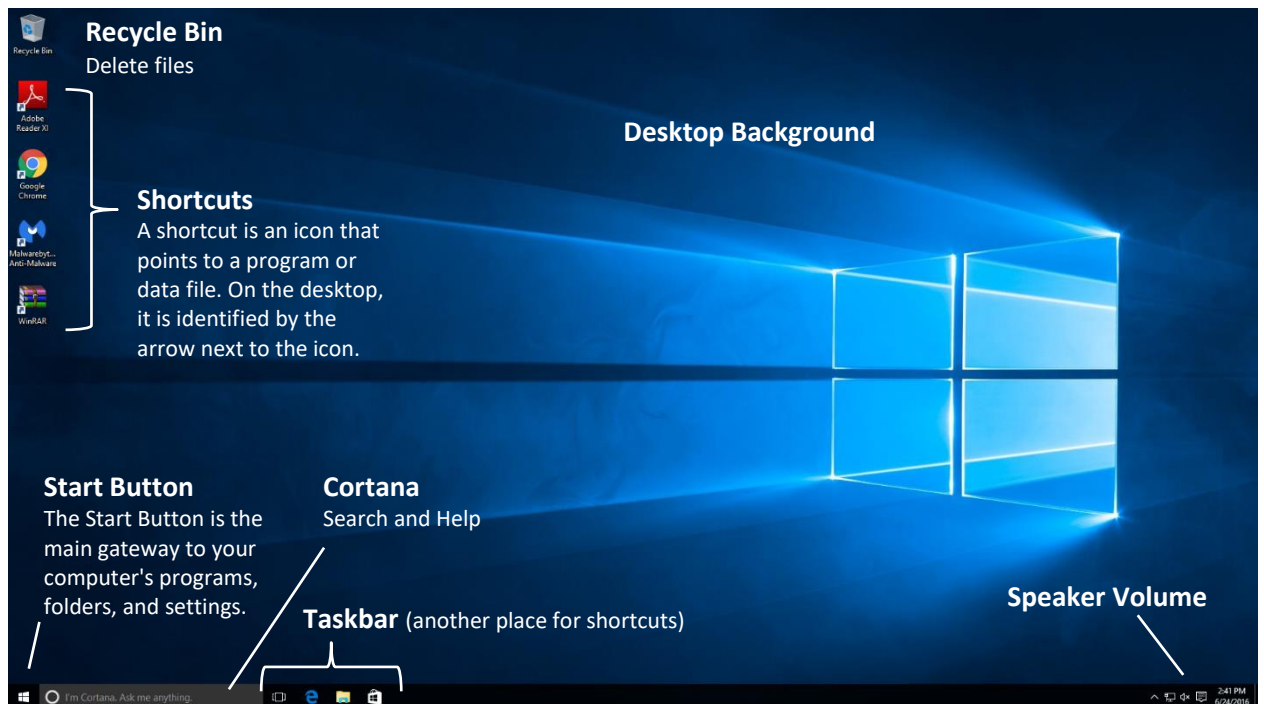
- Press and hold down the **Ctrl + Alt** keys with your left hand then press the **Delete** key with your right hand.



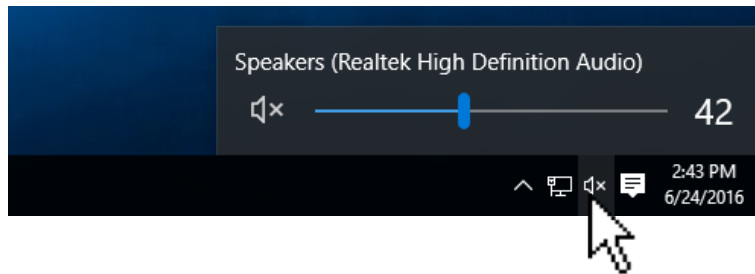
To finish the log on section you will be using your **mouse**. For students who are **new to this skill**, follow the illustration below to properly place your hand on the mouse. In the next booklet, you will have the chance to practice your mouse skills.



- Plug your headphones into the **Headphone Port** located on the bottom front of your computer (*see page 2 of this booklet for a diagram*)
- Take a moment to look at the different parts of your desktop:



- Your **sound volume** level can be adjusted by clicking the speaker icon located on the bottom right corner of your computer screen.



- When you are **listening** to something through your computer, you can **adjust the speaker** volume anytime by dragging the slider.

### Internet Browser Applications:

You will set up two Web Browsers on your computer – *Microsoft Edge* and *Google Chrome*.

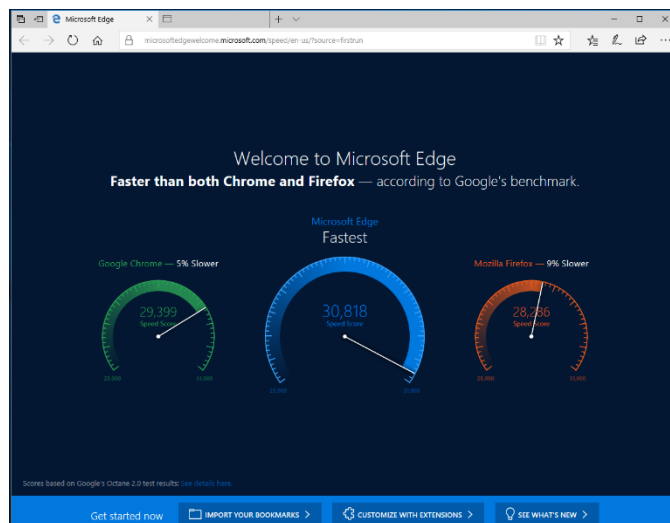
- On the taskbar, you will see the **default Internet Browser for Windows: Microsoft Edge**.



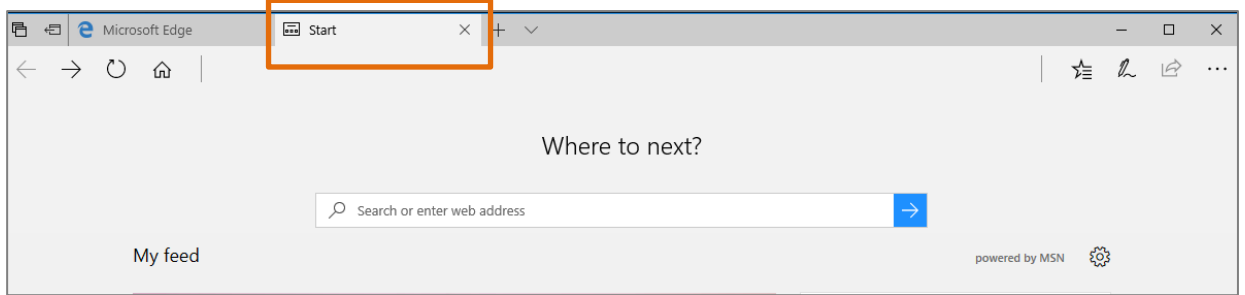
- Click the icon** to open.



The browser window will open:



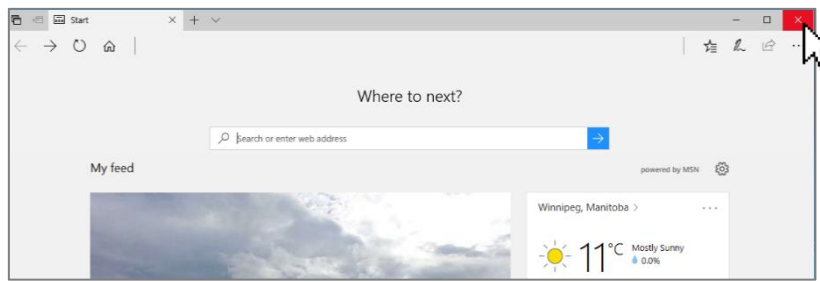
- Click the **Start** tab.



**The web browser is now ready to use**

Spend a few minutes checking out the browser, do a few searches etc.

- For now, **close** the *Microsoft Edge* web browser window.

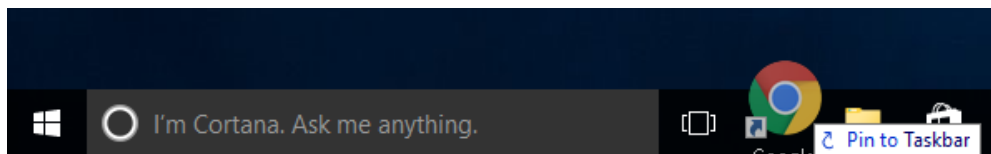


Now, you will **set up** the *Google Chrome* web browser.

- Locate the **Google Chrome** shortcut on your desktop



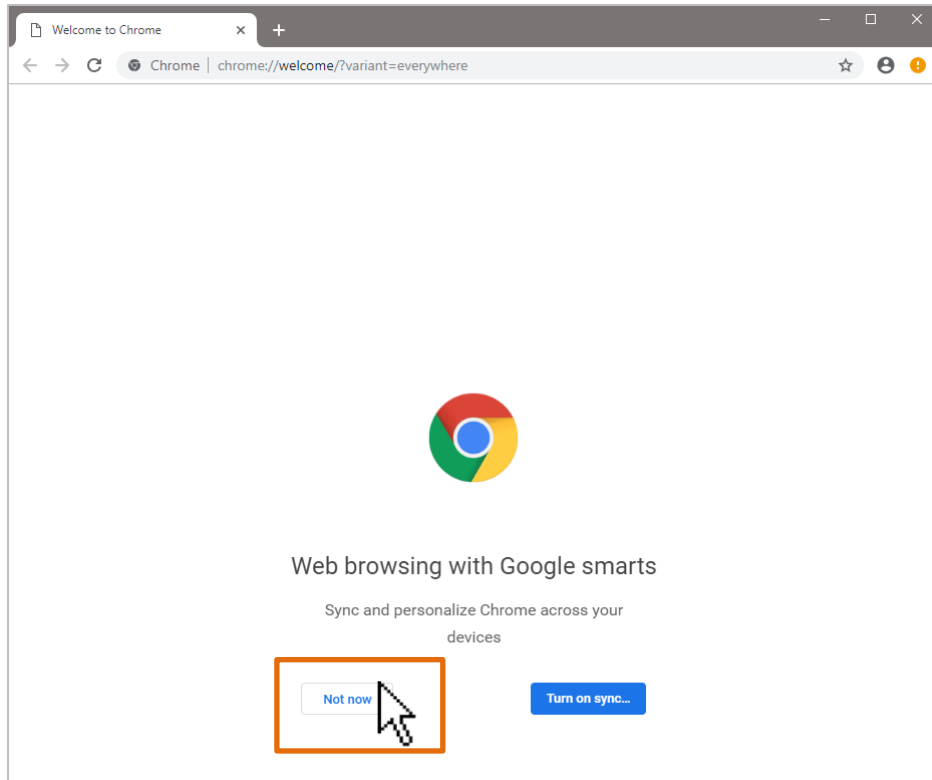
- Left click and hold down your mouse** on the icon and **drag it** to the taskbar at the bottom of your screen. When you see the message **Pin to Taskbar**, release your mouse.



- Left click the *Google Chrome* icon to open the Internet Browser.

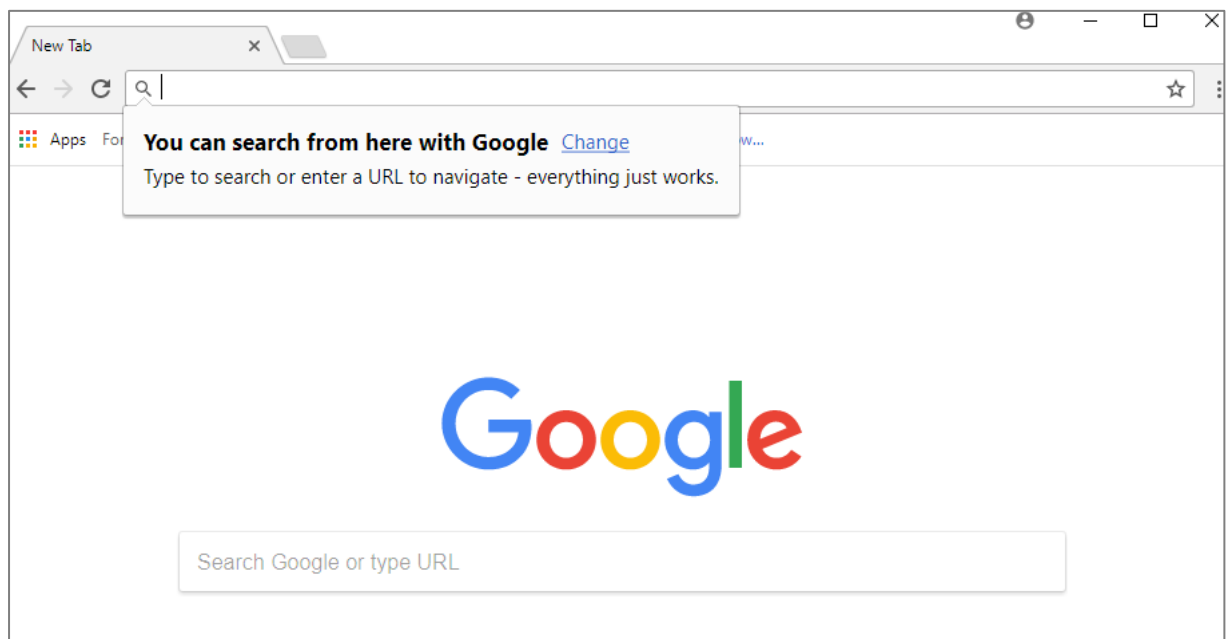
The *Google Chrome* window will open.

- Click **Not now**.

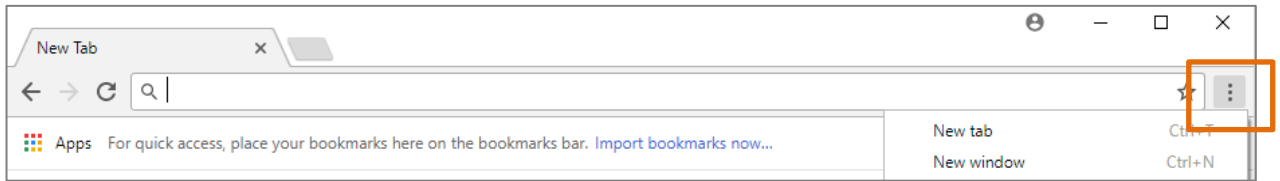


- Google Chrome* is ready to use.

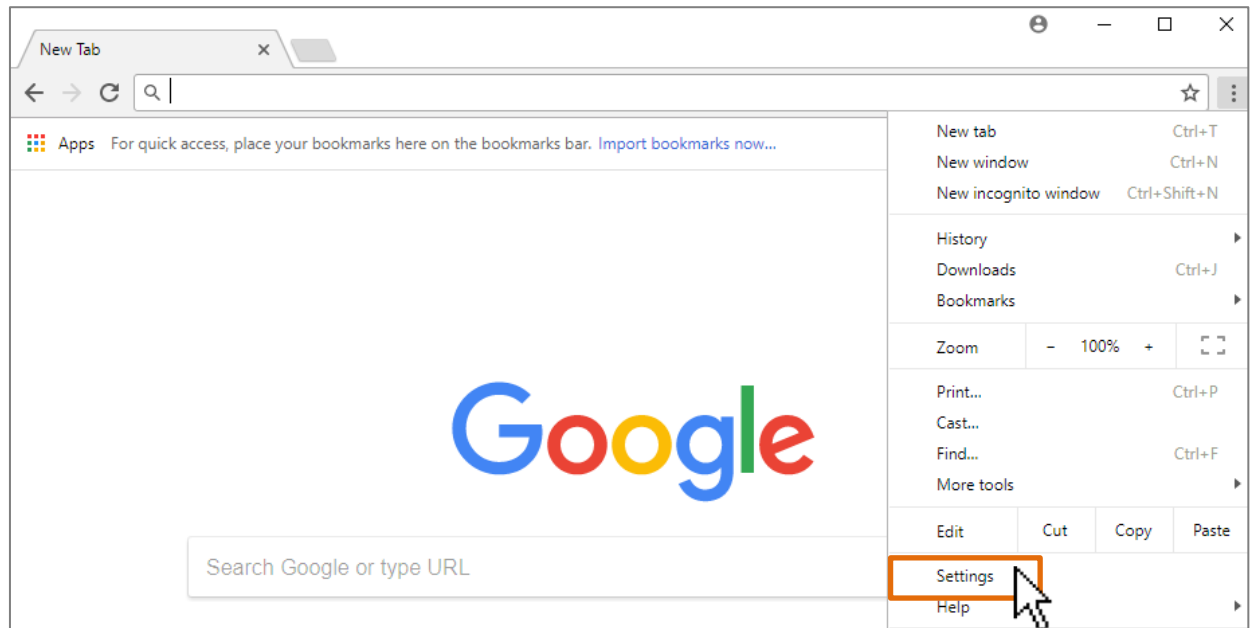
Next, you will set a **start up page** when you open *Google Chrome*:



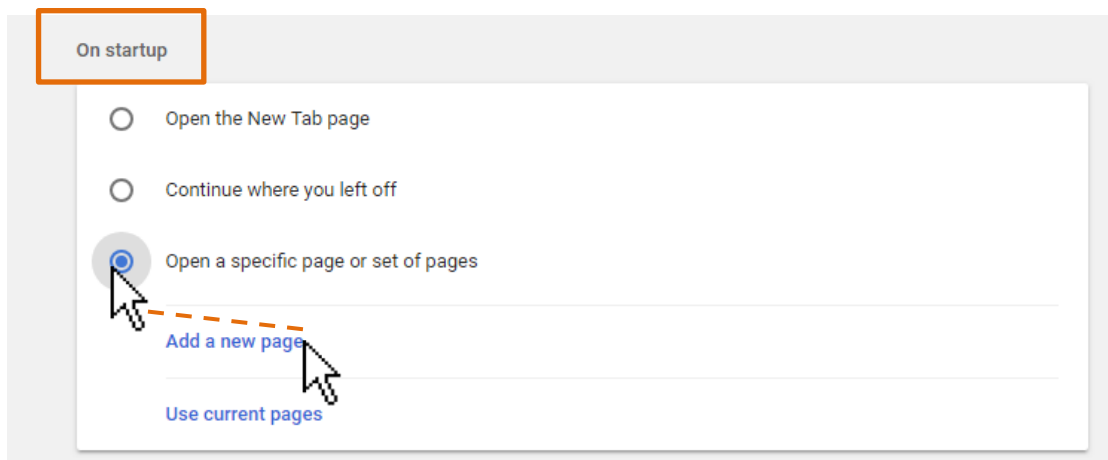
- ❑ Click the **3 dots** on the right side of the window to access the *Google Chrome* settings.



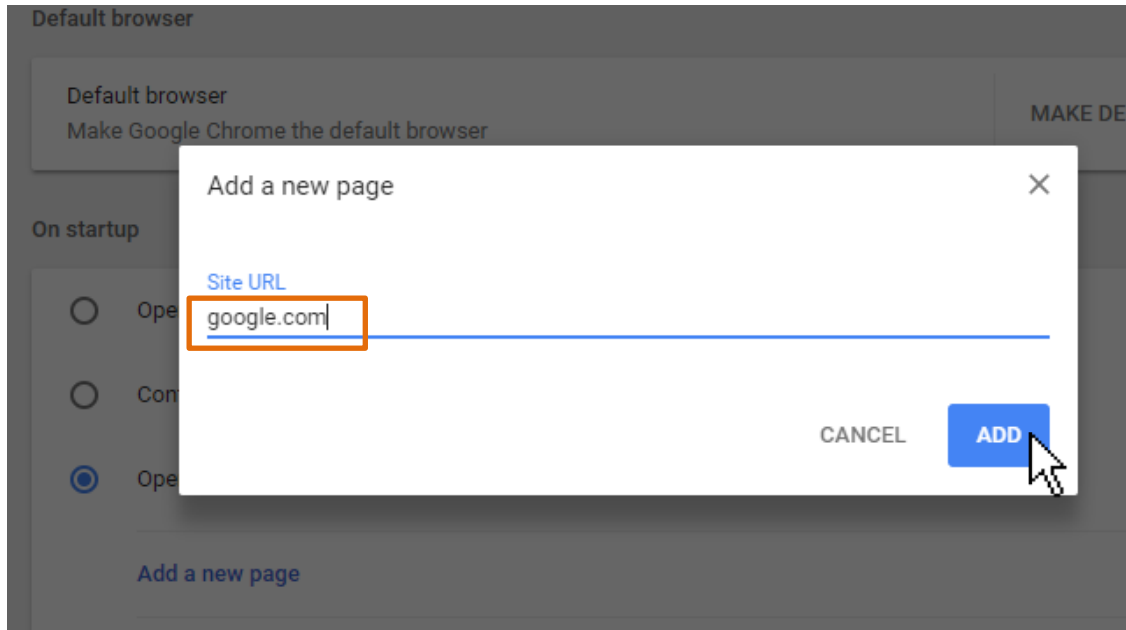
- ❑ Click **Settings** from the drop down menu.



- ❑ **Scroll down** in the window until you see *On startup* and click *Open a specific page or set of pages* and click *Add a new page*



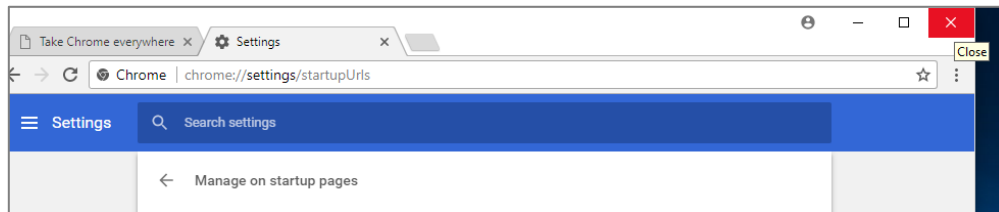
- Type *google.com* then click ADD**



When you **open** the *Google Chrome* web browser, the first window that appears will be the *google.com* search engine.

*A Web Browser startup page can be changed to any web address on the Internet.*

- Spend a few minutes** getting familiar with the Google web browser.
- Close Google Chrome** for now



- Open the Microsoft Edge Browser** again



- As every Web browser is a little bit different, you will now set a start up page in Microsoft Edge. Click the **3 dots on the right upper side** of the browser window.
- Scroll to the bottom of the column and click **settings**.

- Under the heading: *Open Microsoft Edge with*, **Click the arrow** and choose: *A specific page or pages*
- Type** the web address (URL): *google.com* and click the **save icon** to the right

When you open the Microsoft Edge browser, the first page you will see will be the google search engine (google.com)

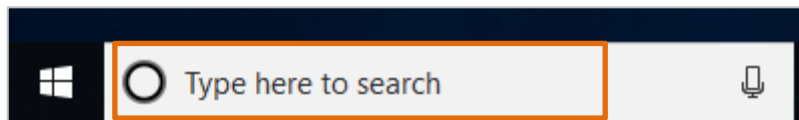
- Close** the Microsoft Edge web browser window

### Setting a default web browser

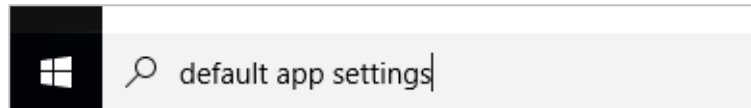
You will now go into the **Windows settings** to **set Google Chrome** as the default web browser.

*The default browser is one that is automatically used when opening a web page or clicking on a Internet link.*

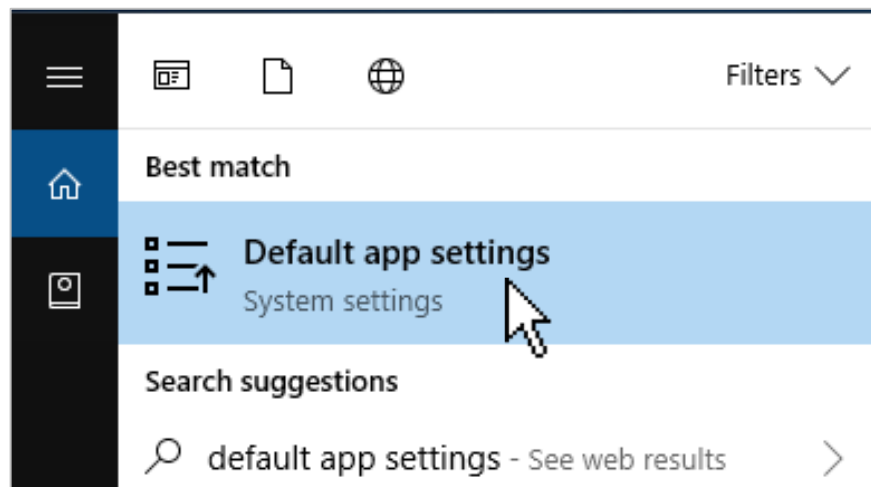
- Go to the search box on the bottom left corner of the screen.



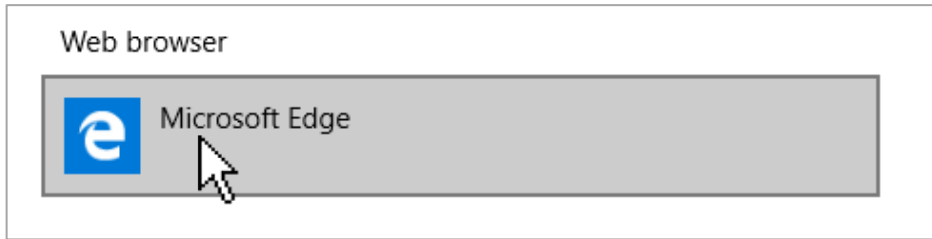
- Type: **Default app settings**



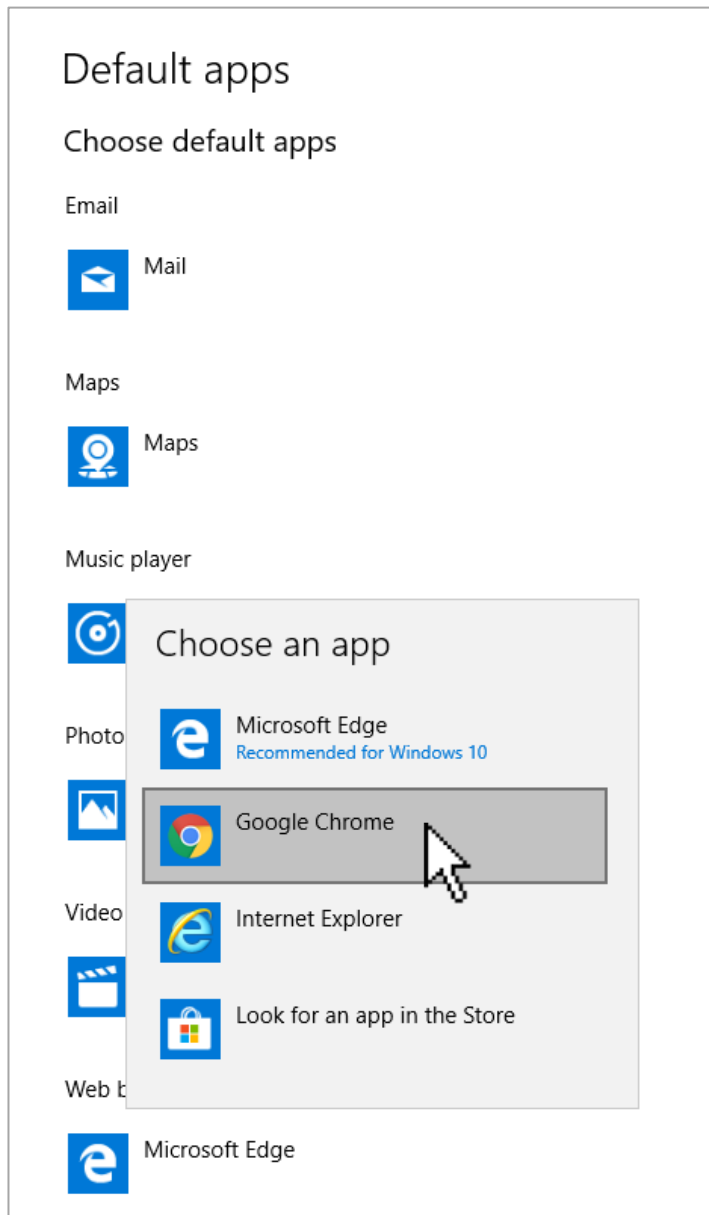
- Click **Default app settings** in the pop up window



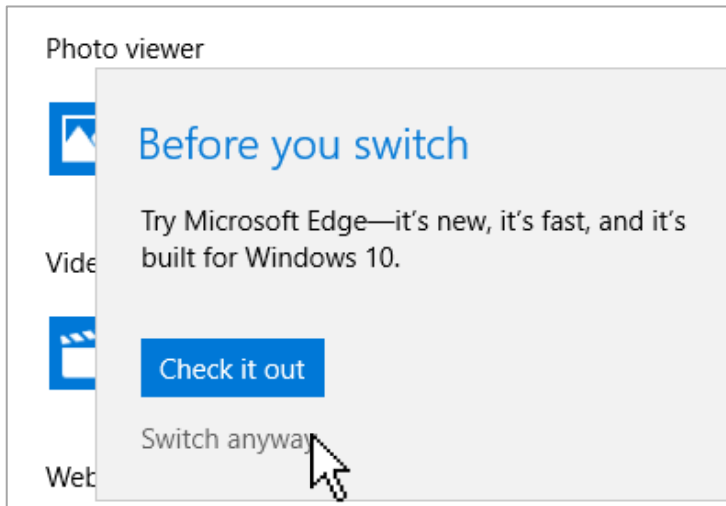
- Under the Web browser heading, click: **Microsoft Edge**



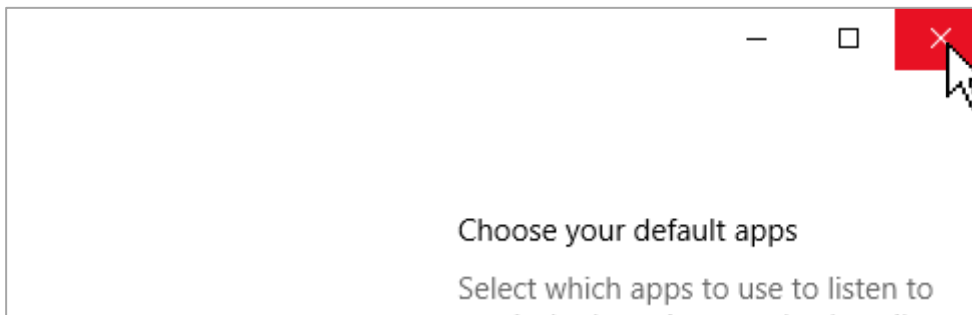
- Click **Google Chrome**



- Click **switch anyway**.

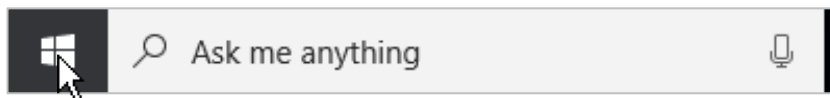


- Close the **settings window**

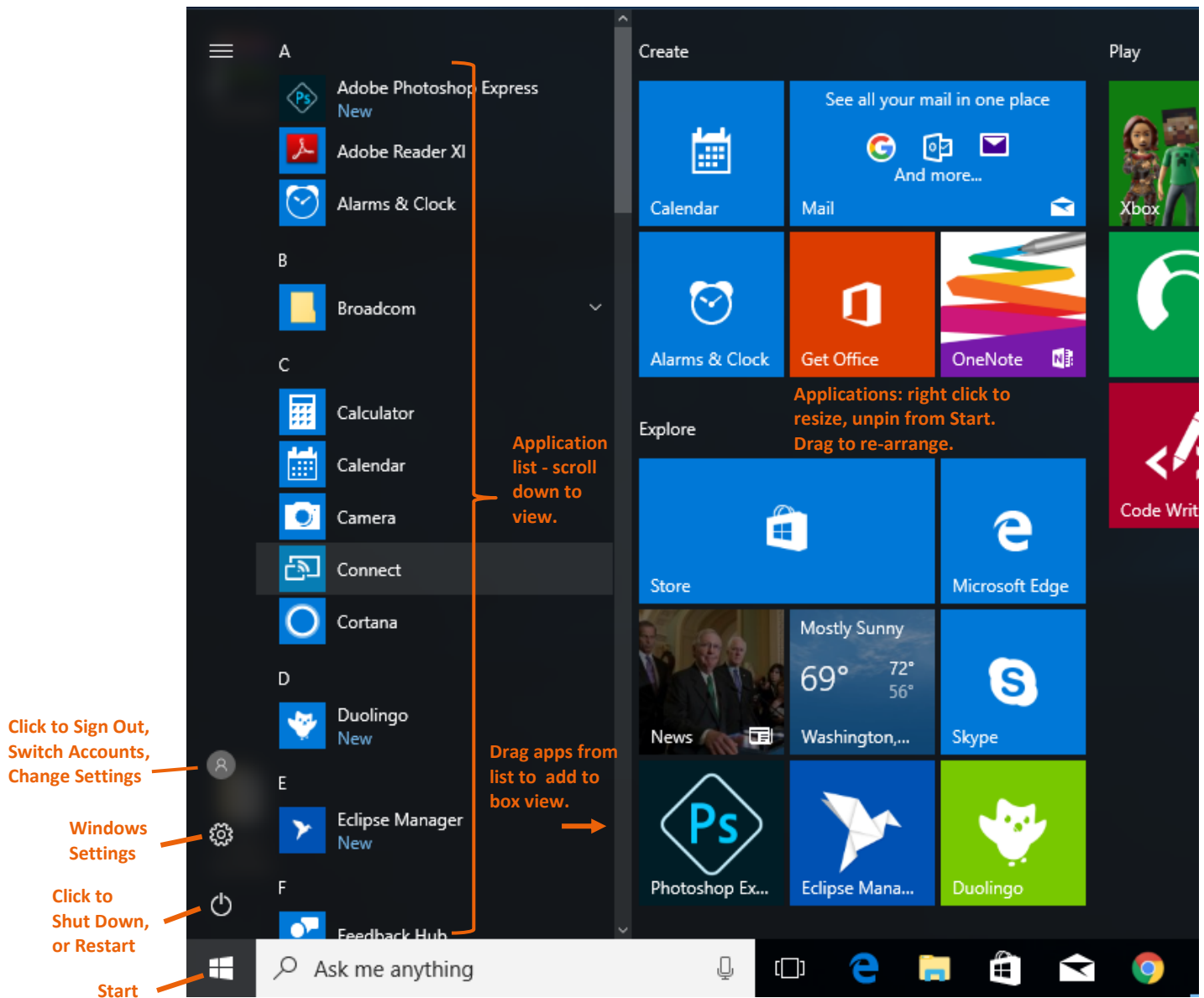


**Next, you will move applications to your task bar for easy access:**

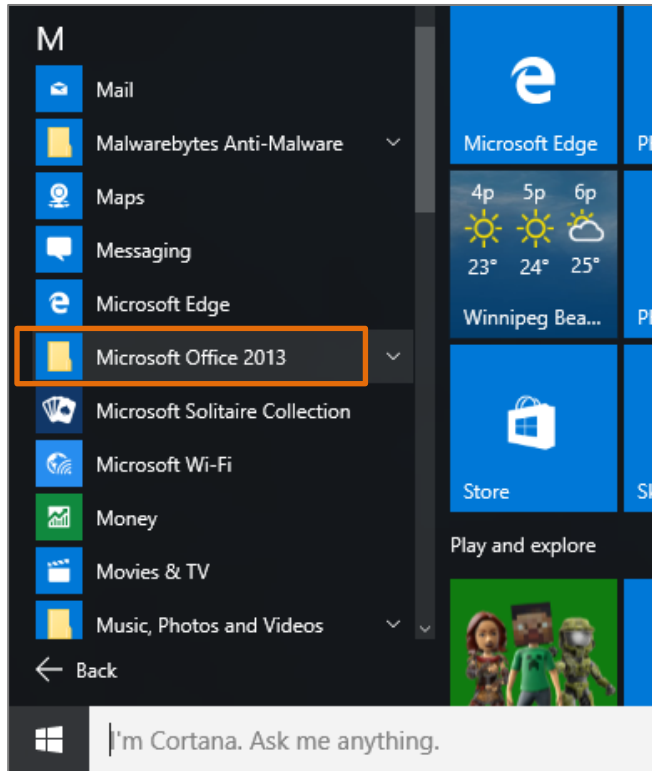
- Click the **Start Menu** icon.



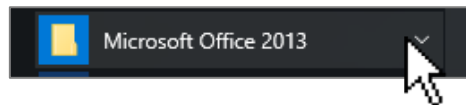
- Take a moment to look at the different parts of the start menu:



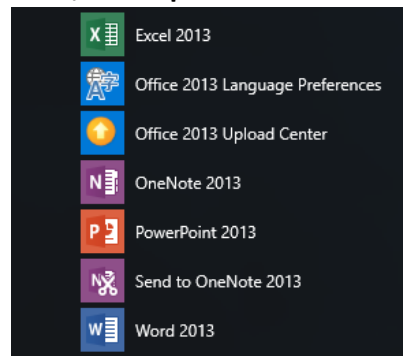
- Scroll down the Application List until you see **Microsoft Office 2013**.



- Click **Microsoft Office 2013** to see the list of Office applications.

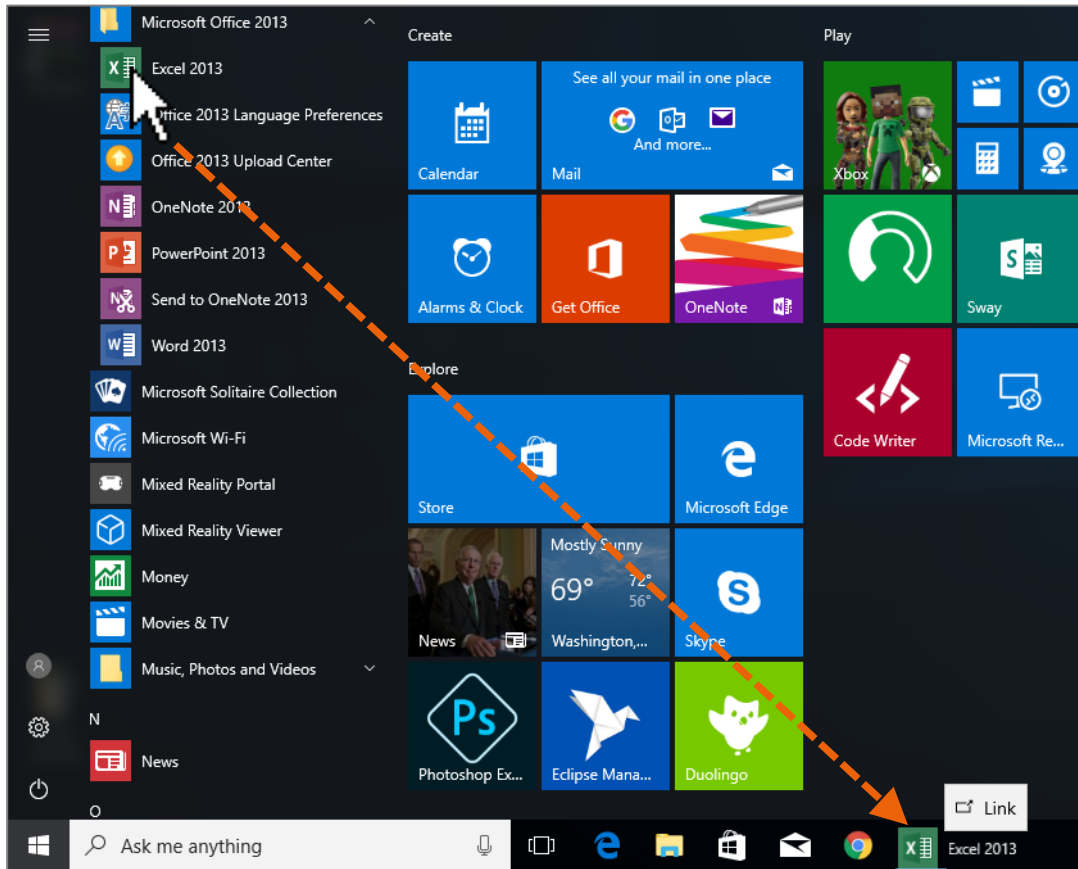


The three applications we will use in the course are:  
**Excel, Powerpoint and Word.**

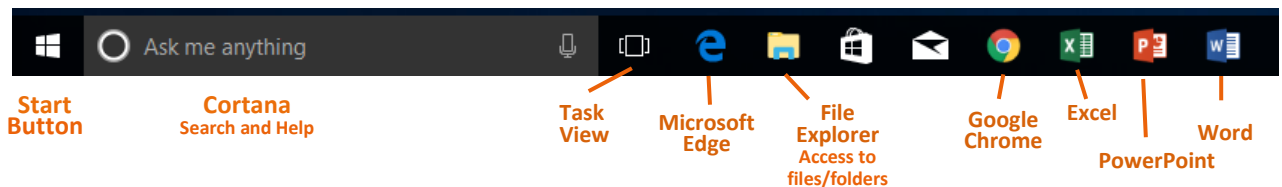


To make the applications easier to access, you will **pin them to the task bar.**

- Click and **hold down** your mouse on Excel 2013 and **drag it** to the taskbar at the bottom of the window. When you see the message *Link*, **release the mouse**.



- Move **Powerpoint** and **Word** to the taskbar.
- Your taskbar should look like this:



Next you will open the **File Explorer** window.  
File Explorer is the file manager application that allows you to access folders and documents on your computer or on a server.

- Click the **File Explorer** icon on the Task Bar to open the File Explorer window.

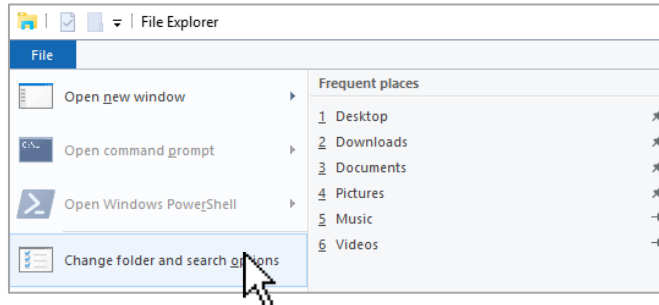


You can change the way some of your folders display.

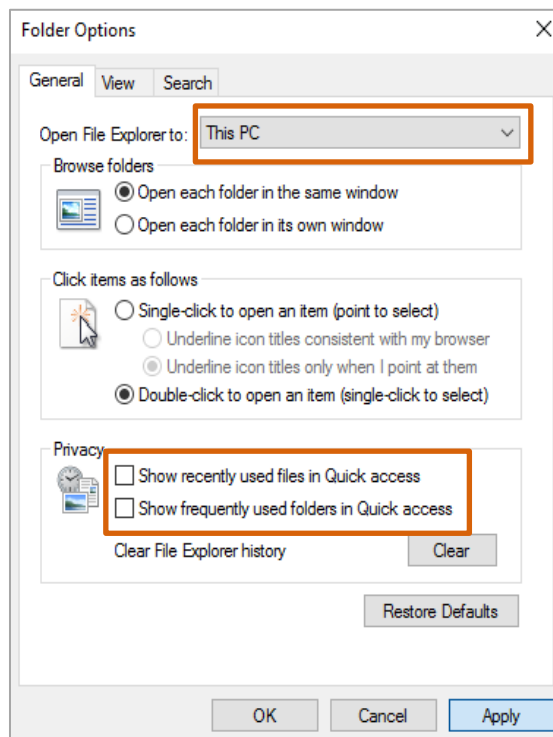
- Click **File** on the top left side of the window.



- Click **Change folder and search options**.

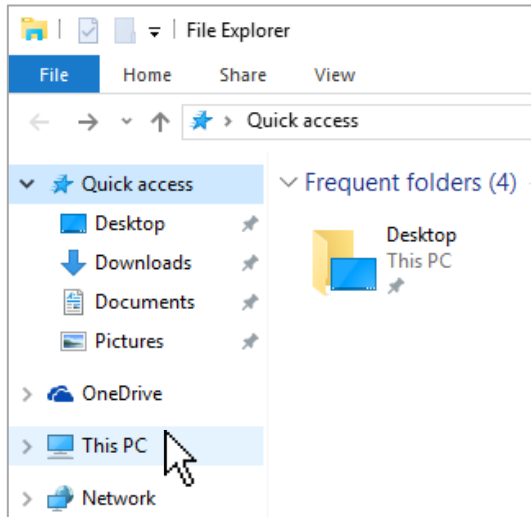


- Change the settings **as shown below** then click **Apply** then **OK**.



*By changing these settings, you will see the folders on your PC first and, your Quick Access menu will show specific folders instead of random, frequently used folders.*

- Click **This PC** in the Quick access menu.

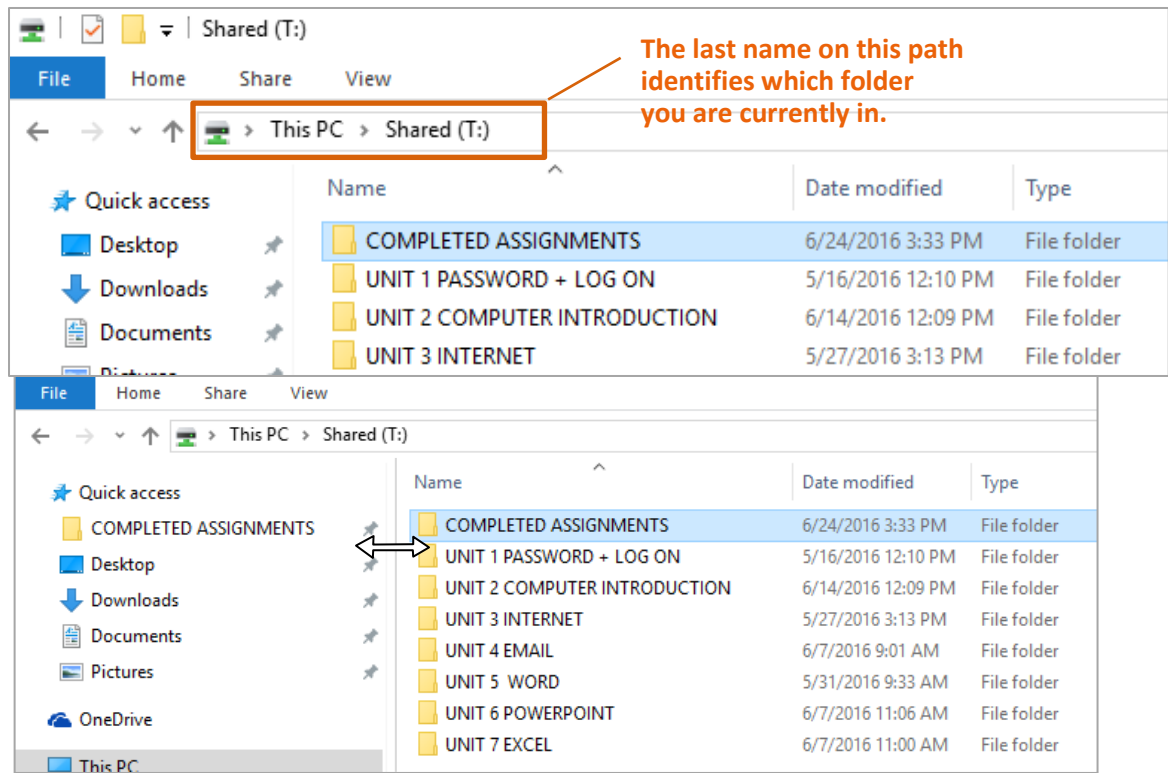


- Take a moment to review the **locations** on your computer.

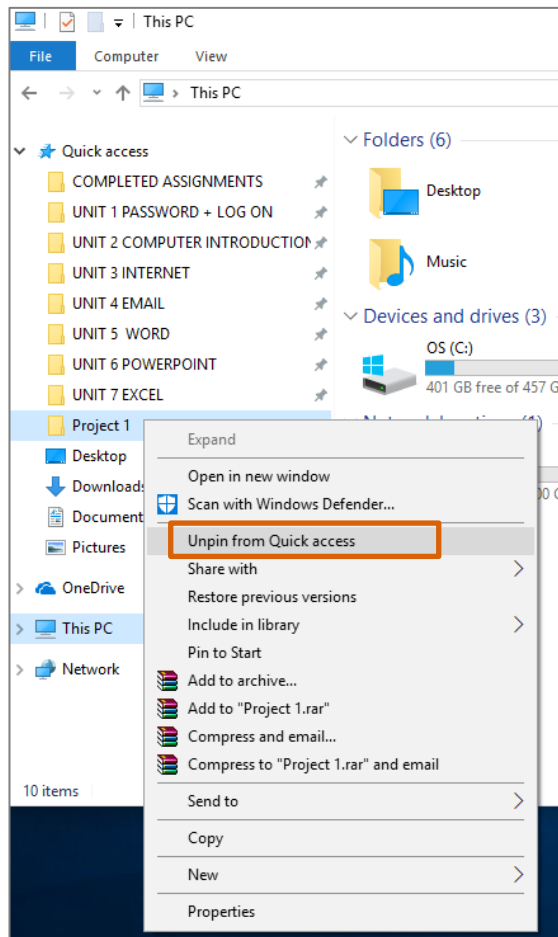
A screenshot of the Windows File Explorer 'This PC' view. The interface shows 'Folders (6)' including Desktop, Documents, Downloads, Music, Pictures, and Videos. Under 'Devices and drives (3)', it lists OS (C:) with 385 GB free of 457 GB, HP\_RECOVERY (D:) with 945 MB free of 8.36 GB, and DVD RW Drive (E:). Under 'Network locations (1)', it lists Shared (T:) with 71.4 GB free of 99.9 GB. Annotations in orange text with arrows point to these elements: 'Your Folders Contained in (C:) Hard Drive' points to the Desktop, Documents, Pictures, and Music folders; '(C:) Your Hard Drive' points to the OS (C:) drive; '(D:) is Part of your (C:) Hard Drive Used to restore your system in the event of a problem.' points to the HP\_RECOVERY (D:) drive; '(E:) Your Disk Drive' points to the DVD RW Drive (E:); and '(T:) Student Network Drive All course material is stored on this Drive. Accessed by all students.' points to the Shared (T:) network location.

Look at the **location bar** at the top of the window. When you click through your computer, the location bar will always show you where you are.

- To **widen** the Quick access column, **hover** your mouse on the line between the columns until you see the **arrow tool** then **move your mouse to the right**.



- At any time if you want to remove a folder from your Quick access list, **right click** on the folder and select **Unpin from Quick access**.



You also have other options in this drop down menu, such as **Open (a folder) in new window**.

- **Click the X** to close the window



**Move on to next set of booklets:**  
**UNIT 2 INTRODUCTION TO COMPUTERS**