

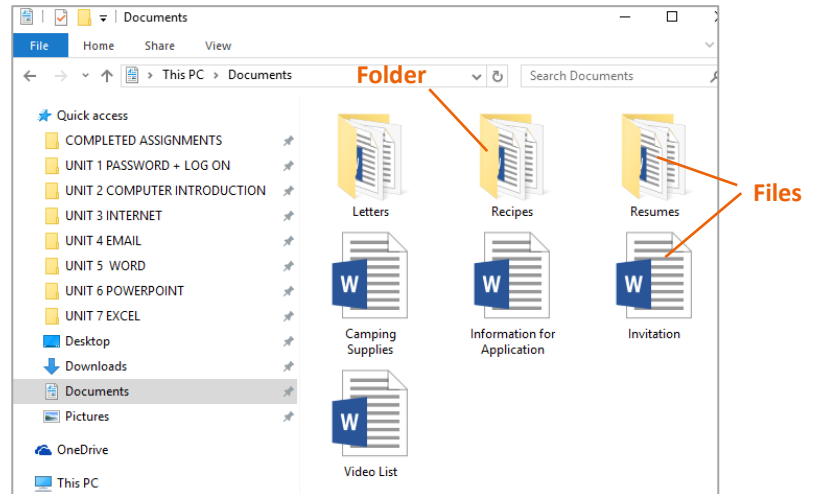
10 Getting to Know Windows

It's time to learn more about your computer's **operating system**. We'll be talking about the operating system you'll use in the classroom: **Microsoft Windows 10**

- Read the following pages and **answer the quiz questions**.

Your Computer's File System

No matter which operating system you use, your computer uses **folders** to organize all of the different files and applications it contains. **Folder icons** on your computer are designed to look like file folders full of documents or pictures.

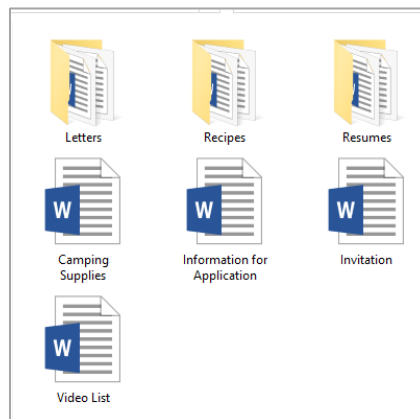
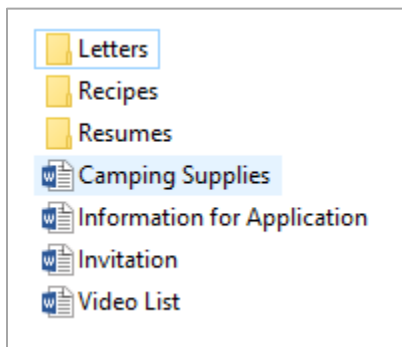


What is the difference between a file and a folder?

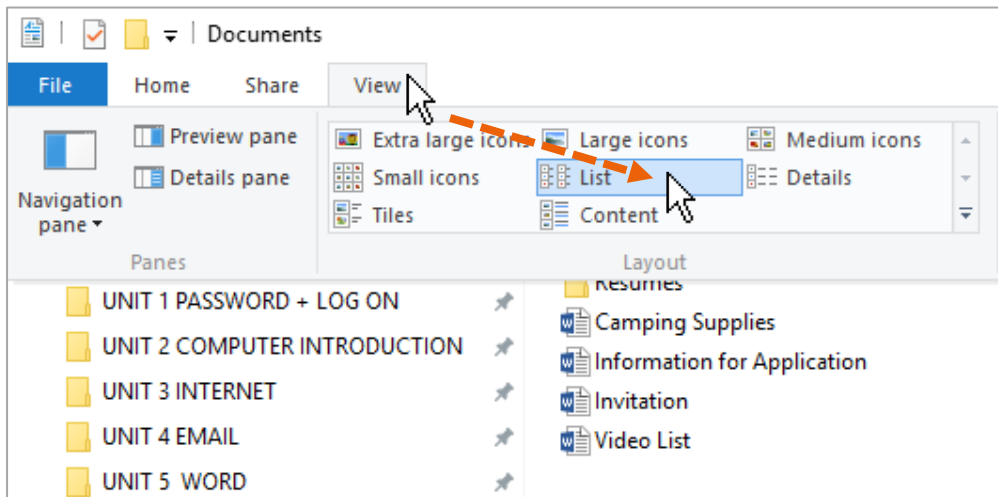
It's pretty simple but they often get confused. A **file** is any type of document or picture or music, etc. A **folder** is the container for those files. If all your files were in one place there would be so many you would never be able to find anything. Folders allow you to organize your files. For instance, you can put all your recipes in a folder named *Recipes* and then put that folder in your *Documents* folder.

View

You may change your folders and files to display in different ways: Below is an example of **List View** on the left and **Large Icon View** on the right



To change the view, click the view Tab at the top of the Window and click on one of the view options.



Opening your Computer's File System

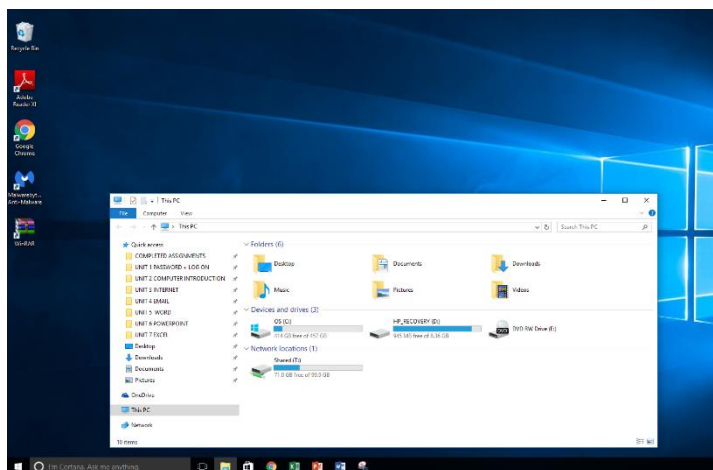
Each operating system has its own file system, which helps you find your folders and files. If you have a Windows PC, you'll use the **File Explorer**. You did a little bit of navigating using File Explorer when you were logging in + setting up your computer.

If you are running Windows 10 Operating System, the **File Explorer icon on the Taskbar** looks like a folder, as in the image below.

To Open File Explorer on your PC:

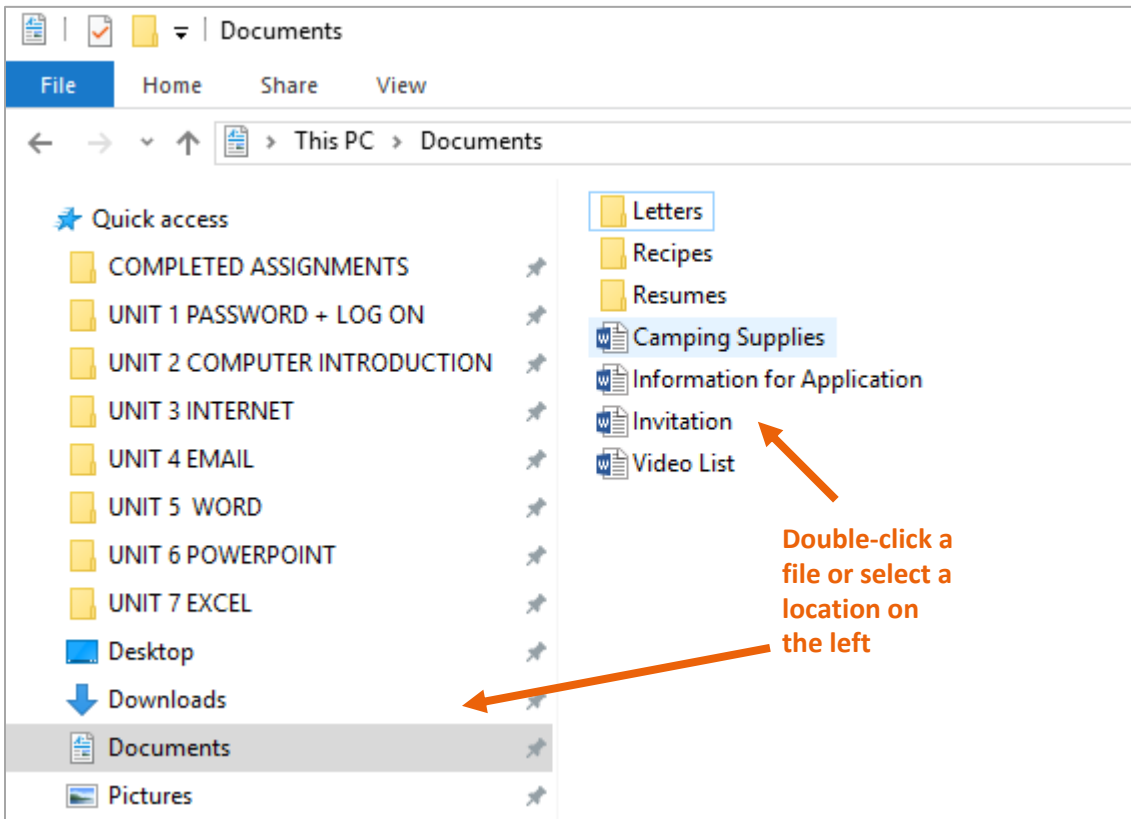


Click the **File Explorer icon** on the taskbar, or double-click any folder on your desktop. A **File Explorer** window will open up.



Basic Navigation

If you see the file that you want, you can double-click it. Otherwise, you can use the **Navigation pane** on the left side of the window to select a different location.



Single-Clicking Versus Double-Clicking

It's important to learn the "rules" for when to single-click and when to double-click. We are talking about just the left mouse button. The right mouse button is used for different functions and is never double-clicked.

Rule #1: Single-click in a Web browser. Links, buttons, tabs, toolbar icons, and everything else you're likely to encounter in your browser require one click and one click only. If you double-click, say, an e-mail address, you'll end up with two mail windows.

Rule #2: Don't double-click the quick-launch program icons in your Windows taskbar (you know, the ones to the right of the *Start* button). Part of what makes these "quick" is that they require only one click. In fact, don't double-click anything in the taskbar.

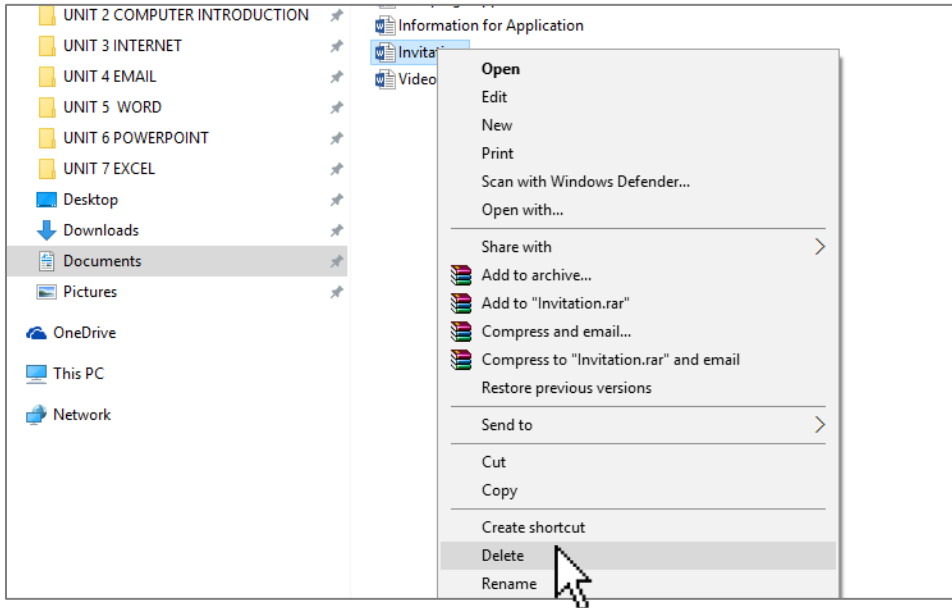
Rule #3: Do double-click program icons on your desktop (when you want to run those programs) and files/folders you want to open. And that's it. You'll rarely ever need to double-click anything else in Windows.

Deleting Files

Windows uses a **Recycle Bin** to prevent you from accidentally deleting files. When you delete a file, it is simply moved to the recycle bin. If you change your mind, you can move the file back to its original location. If you're sure you want to permanently delete the file, you will need to **empty the recycle bin**.

3 Ways to Delete a File on a PC:

1. Right click the file, release, select **Delete** from the **drop down menu**.



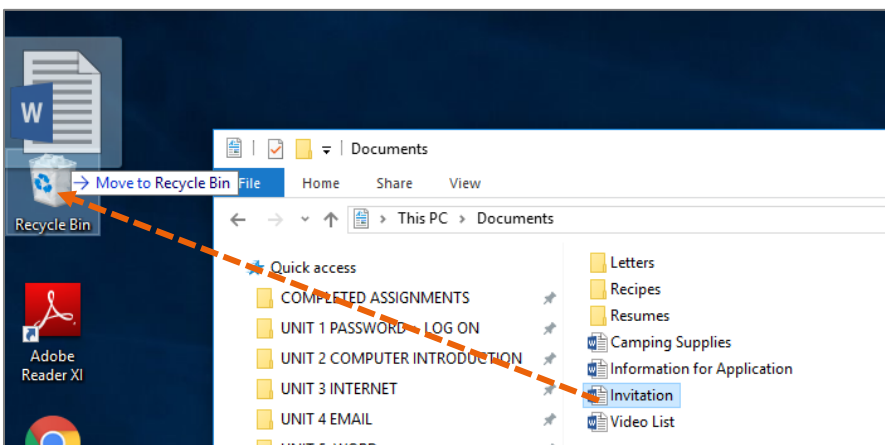
OR

2. Select the file by clicking it once and then press the **Delete** key on the keyboard.

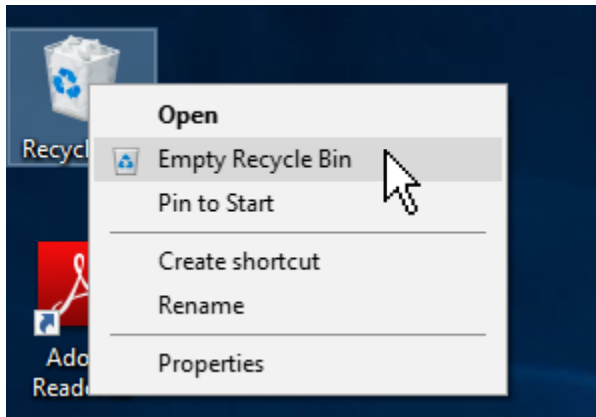


OR

3. Click and drag the file onto the **Recycle Bin** icon on the Desktop.



To empty the trash, right-click the **Recycle Bin** icon and select **Empty Recycle Bin**.
All files in the Recycle Bin will be permanently deleted.



Shutting Down Your Computer

At the end of the day, please shut down your computer.

Restart, Shut down, log out etc. are located in the Start Button.

