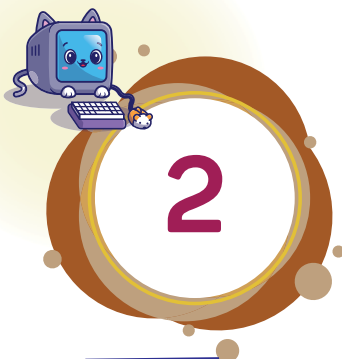




LEARNING MORE ABOUT WINDOWS 10



Learning Outcomes

At the end of this chapter, students will be able to:

- ♦ Know various features of Windows 10.
- ♦ Enhance their knowledge of various components of Windows.
- ♦ Change Windows appearance.



Number the following Windows from the older versions to the advanced editions.



Windows 7 ☐



Windows 10 ☐



Windows XP ☐



Windows 2003 ☐



Windows VISTA ☐



Windows NT ☐



Teacher's Note:

Assist students in arranging the editions of the windows in chronological order. Apprise students that continuous research and increased technology usage has led to the advanced editions of Windows by Microsoft.



Hi Friends! In the previous class, we already learnt about some of the features of Windows 10. Let's learn more!

As we know, a computer is a machine that cannot think on its own and requires commands from us. The most important program of a computer is its Operating System. Windows is such an operating system that acts as a medium through which we can interact with the hardware, using the software.

The first GUI edition of windows with a new user interface was introduced in 1995 and was called Windows 95.

Windows 10 is the latest version of Windows available in the market.



FEATURES OF WINDOWS 10

Following are the features of Windows 10.

- ❖ It is interesting and easy to use.
- ❖ It is the most secured version of windows.
- ❖ The use of graphics makes it quite interactive.
- ❖ The enhanced tool, Cortana, allows in searching the information on the system or the web directly.
- ❖ The new start menu helps to give us easy access to apps and services.
- ❖ The new Task View button on the taskbar provides the ability to open multiple desktops at the same time. You can create an unlimited number of desktops.

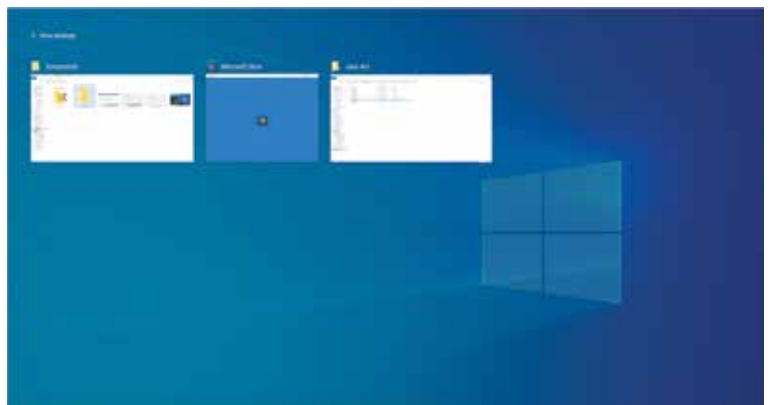


Figure 2.1: Window 10

- ❖ The window snapping feature allows working with multiple applications on the screen.
- ❖ Microsoft Edge is the default browser of Windows 10. It helps you to write and highlight directly on the web pages.
- ❖ With Windows Hello, you can instantly access your Windows 10 devices using a PIN, facial recognition software, or a fingerprint in a more private and secure way.
- ❖ The window store provides a lot of free or paid applications.



COMPONENTS OF WINDOWS 10

Components of Windows 10



Let Me Answer

What all files do you have on your desktop?

Desktop

The first screen that appears when we start the computer is called the Desktop. It has various icons of files and folders. By default, the taskbar is located at the bottom of the desktop screen.



Figure 2.2: Desktop

Icons

Icons are tiny images on the desktop that represent files, folders, and apps. Some of the common desktop icons include: This PC, Application icons, shortcut icons and recycle bin.



LET US LEARN ABOUT THESE ICONS IN DETAIL

1. This PC Icon:

It shows all the files and folders stored on our computer system. It helps us in ordering the data stored on the local drives efficiently.



Figure 2.3:
This PC icon

2. Application Icons:

To display a specific application on a computer, windows employ application icons. It provides easy access to the related application.



Figure 2.4: Application Icons

3. Shortcut Icons:

A shortcut icon provides direct access to a certain application. It has a small arrow on its lower left.



Figure 2.5: Shortcut Icon

4. Recycle Bin Icon:

All the deleted files/folders are moved into the Recycle bin. We can easily restore the file or a folder from recycle bin or can be deleted permanently.



Figure 2.6: Recycle bin

Start Button

It is at the bottom left of the screen. By clicking on it, we get two panels side by side. The panel on the left displays apps in a listed form in alphabetical order. Live tiles which show the new updates are on the right panel.

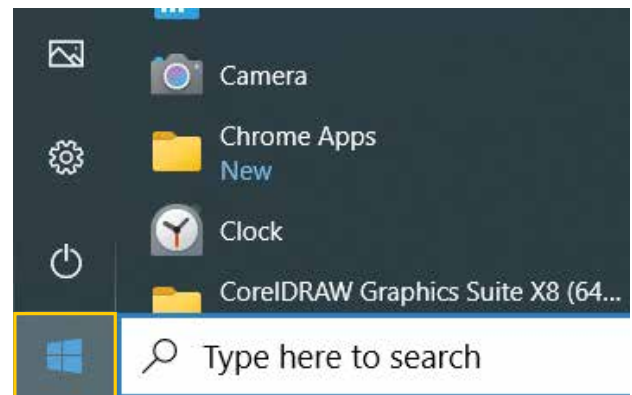


Figure 2.7: Recycle bin

Taskbar

The long horizontal bar found at the desktop's bottom is the taskbar.



Figure 2.8: Windows Taskbar

It shows the Start button on the extreme left side. Just next to the Start button is the search box, Cortana. It helps to browse both your computer and the web. To the right of the Cortana, is the Task view button which allows accessing multiple desktops simultaneously. The area which lies in the mid of the taskbar contains the apps which are opened and are used frequently. In the taskbar, we have a notification area on the right side, which shows the clock, date, and some more icons. On the extreme right, the Peek button is present which makes the desktop visible by minimizing all the open windows.



CUSTOMISING WINDOW APPEARANCE

With the wide range of settings in Windows 10, we can change the appearance to make the desktop and apps look better.

Changing the wallpaper

Follow the following steps to change the wallpaper.

Steps:

1. Right-click on the blank area of the desktop.
2. From the pop-up menu, select the Personalize option.
3. The settings window will be displayed.
4. Under the Personalisation panel, click on the background option.
5. Select the background available or click on the browse button to select the picture of your choice.
6. The selected picture will be set as the desktop background.

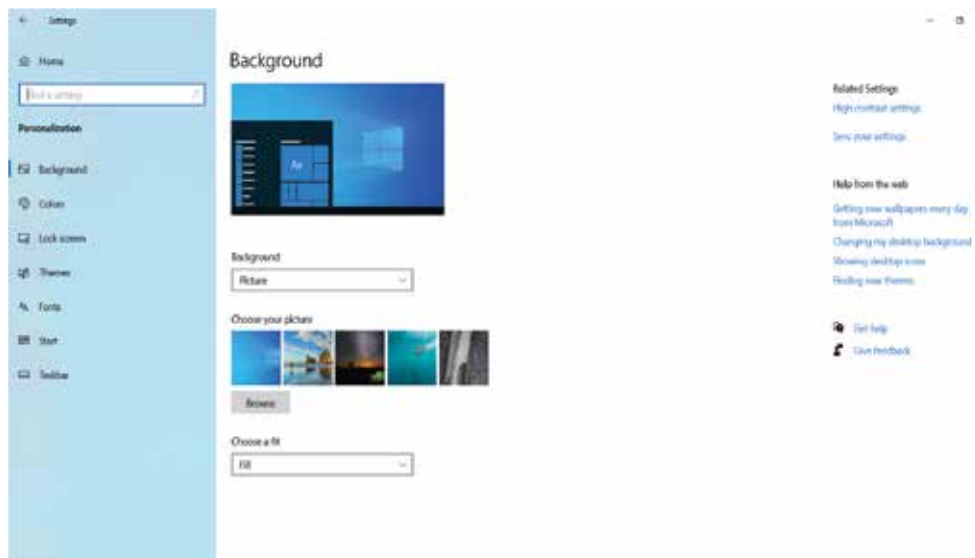


Figure 2.9: Background

Setting the Screen Saver

A screensaver is a computer program that displays the black screen or fills it with moving patterns when the computer has been idle for a designated time.

Follow the following steps to change the screen saver.

REMEMBER IT!



Press window Key + L together to lock your computer.

Steps:

1. Right-click on the blank area of the desktop.
2. From the pop-up menu, select the Personalize option.
3. The settings window will be displayed.
4. Select the Lock screen option from the left panel.
5. Click on the screen saver option, and a dialogue box will appear.
6. Select the desired Screen saver and click on the apply option.
7. The chosen screen saver will be applied.



Figure 2.10: Lock Screen

Live Tiles

In the right panel of the Start Menu, the most popular Universal apps in the form of resizable live tiles are displayed. All the latest information such as news, weather report and much more are shown here.

Follow the following steps to resize a live tile.

Steps:

1. Click on the Start menu.
2. Right-click on the tile whose size you want to change.



Figure 2.11: Live Tiles

3. Select the option **Resize**, and choose the size of your choice from the sub-menu.

Turning a Live Tile On/Off

Follow the following steps to turn on Live tiles.

Steps:

1. Click on the Start menu.
2. Right-click on the tile you want to turn on.
3. Click on more, and click Turn live tile on.

Similarly, you can turn off the Live title by selecting Turn Live title off.



Figure 2.12: Turning a Live Tile On/Off

Displaying Windows Together

Multiple application windows can be displayed side by side in Windows 10.

Follow the following steps to display windows together.

Steps:

1. Open Excel window, Word window and Paint 3D.
2. Now, Right-click on the blank area of the taskbar.
3. Select the 'Show Windows Side by Side' option from the pop-up menu.
4. All three windows will be displayed side by side.

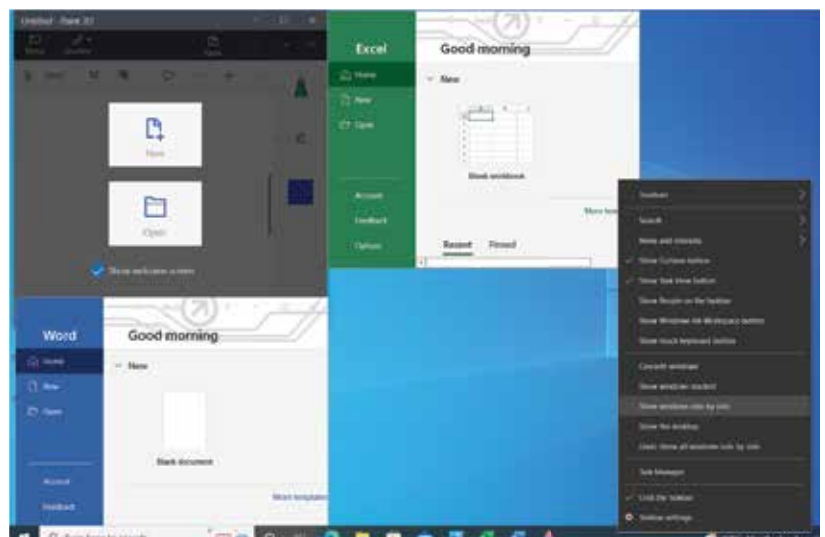


Figure 2.13: Displaying Multiple Windows Together



FILE EXPLORER WINDOW

Files and Folders stored in our system are displayed in the File Explorer Window. It allows to view and manage files and folders. Further, we can create, open, move or delete a folder in this window.

Opening File Explorer

Follow the following steps to open the File Explorer window.

Steps:

1. Click on the Start button.
2. Click on the File Explorer option.
3. The File Explorer Window will open.
4. Alternatively, click the Windows button (Windows button) + E.

Components of File Explorer Window

1. **Search Box:** In this box, we can search files or folders in the system.
2. **Navigation Pane:** It is on the left and is used to explore disks and drives.
3. **Content Area:** It contains icons representing the drives in the system.
4. **Address Bar:** Here, the path of the currently open file or the folder is displayed.

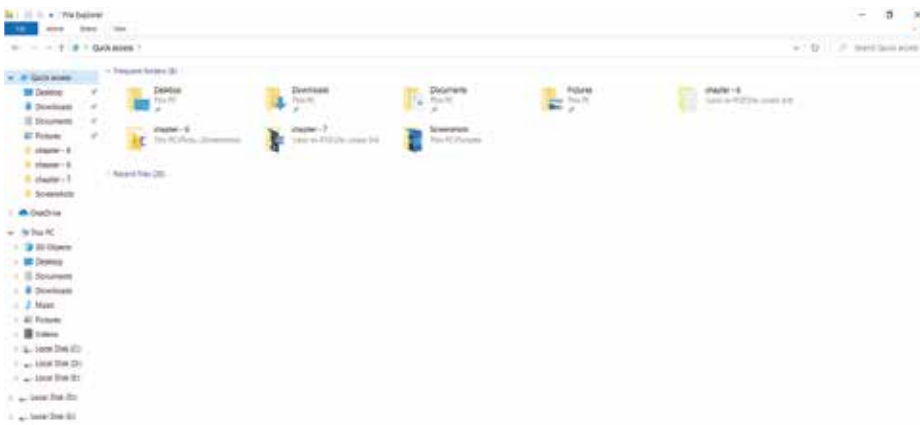


Figure 2.14: File Explorer



UNIVERSAL APPS OF WINDOWS 10

Universal App is an application that works on all devices from phones to high-powered desktops. Moreover, these apps can work on different types of devices such as iPhones and Smartwatches.

Some of the most useful apps are:

- ❖ **Weather App** - This app lets you know all about the Weather such as real-time rain alerts, minimum/maximum temperature and much more.
- ❖ **E-mail App** - This app aids you to manage all your mail accounts in one place. Also, it gives the notification of all the incoming mails.
- ❖ **News App** - This application displays the latest news to keep the user up-to-date.



Figure 2.15: Weather App



Kids' IQ

Pragya is a content writer . She has to keep herself updated with the news every hour. Suggest the kind of app she should use for the same.



Let's Recall

- The most important program of a computer is its Operating System.
- The first screen that appears when we start the computer is called the Desktop.
- All the deleted files/folders are moved into the Recycle bin.
- The long horizontal bar found at the desktop's bottom is the taskbar.
- Files and Folders stored in our system are displayed in the File Explorer Window.
- Universal App is an application that works on all devices from phones to high-powered desktops.



A. Fill in the blanks.

1. The most important program of a computer is its
2. The first GUI edition of Windows with a new user was introduced in
3. is the latest version of windows available in the market.
4. The Window store provides a lot of free or paid
5. The first screen that appears when we start the computer is called the

B. Answer in one word.

1. Tiny images on the desktop that represent files, folders and apps.
.....
2. Location of the taskbar.
.....
3. An icon that provides direct access to a certain application.
.....
4. The tiles which display the most popular Universal apps.
.....
5. The window which displays files and folders stored in our system.
.....

C. Write 'T' for True statements and 'F' for False statements.

1. A computer is a machine that thinks on its own. ☐
2. The first GUI edition of Windows was called Windows 95. ☐
3. Bill Gates is the founder of Microsoft. ☐

- 4. In Windows 10, we can create an unlimited number of desktops.
- 5. All deleted files/folders are moved into This PC.

D. Identify the following icons/apps and write their names.



.....

.....

.....



.....

.....

.....

E. Answer the following questions.

- 1. Write any five features of Windows 10.

.....

.....

- 2. Briefly write about any two components of Windows 10.

.....

.....

- 3. Write the steps to change the wallpaper.

.....

.....

4. What do you mean by a screen saver?

.....

.....

5. What is the purpose of the File Explorer Window?

.....

.....



Critical Thinking

A. Anushka wants to write the information from two different files. Suggest the option she can use to open two files side by side.

.....

.....

B. Unscramble the letters to form words.

1. SLUIVNEAR PAP -

2. VILE EILT -

3. DTESKPO -

4. SKBTAAR -

5. SNIOC-



Team Work

A. Work in pairs. Find out an interesting quote on hard work by some famous personality and set it as your wallpaper.

B. Discuss with your friends.

1. Which type of wallpaper do you like the most?

a. Nature

b. Famous personalities

c. 3D objects.

2. How did you write the quote?