2 Understanding Windows 10

LEARNING OUTCOMES

- Features of Windows 10
- Desktop
- Icons
- Taskbar
- Start button
- Live Tiles
- Universal Apps of Windows 10
- Customizing the Desktop
- Displaying multiple Windows at a time
- Cascading Windows
- Show the desktop

Microsoft Windows also referred to as Windows, is a graphical operating system that acts as an interface between the user and the hardware. It manages the resources of a computer. It provides a way to store files, run software and connect to internet.

Windows 1 was the first version of Windows which was released in 1985 and the latest version of Windows is Windows 10 which was released in 2015.

FEATURES OF WINDOWS 10

The various new features found in Windows 10 are given below

- It is easy to use and a more interactive version of Windows.

- When you click on the Start menu at the bottom left corner of the Window, you will see two panels side by side. The left panel shows the pinned, and the right panel shows the recently and most-used apps.

- Windows 10 has brought Microsoft's voice-controlled digital assistant 'Cortana' to desktop computers.

ICONS

Icons are the small pictures with names. When you double click on the icon to open it, the corresponding application opens. The icons which are always present on the desktop are:

❖ This PC ❖ Network ❖ Recycle Bin

THIS PC

It gives you a view of available drives and their contents stored on the computer system. Double clicking on any drive icon will display the files and folders contained in that drive. These drives include C: D: E: F: and G:. C: drive represents Hard Drive. And other drives represent the partitions on the Hard Drive.

NETWORK

This icon is used to maintain the automatically-updated history of the computers that a user has accessed.

RECYCLE BIN

Recycle Bin is a folder that holds the deleted files/folders. These deleted files/folders can either be restored to the original location or permanently deleted from the system.

TASKBAR

Taskbar is the long horizontal bar which is present at the bottom of the desktop.

It is mainly divided into three sections:

a) Start button

At the left most side of the taskbar, you can see the Start button. When you click on this button, a list opens containing various options. This list is known as Start Menu. You can navigate through the list and the given options and open the required application by selecting the option. You can also Sleep, Shut Down or Restart the computer by selecting The Power option from the Start Menu.

You can click on 'All apps' to find more applications to use. It also displays the list of most used apps.

b) Middle Section

The applications and programs that are currently opened, appear in the form of tabs in this section. You can also see small icons on this portion of the taskbar like currently opened folders, Microsoft Edge, Task View and Store. When you click on them, they will get opened. There is also a search box where you can search for any application, folder, or icon by typing its name.

c) Notification Area

The right side of the taskbar is the Notification Area which displays small icons like time, date, volume, network connection, One Drive, battery, etc. You can also see the status and notifications about the programs that are running on the computer.
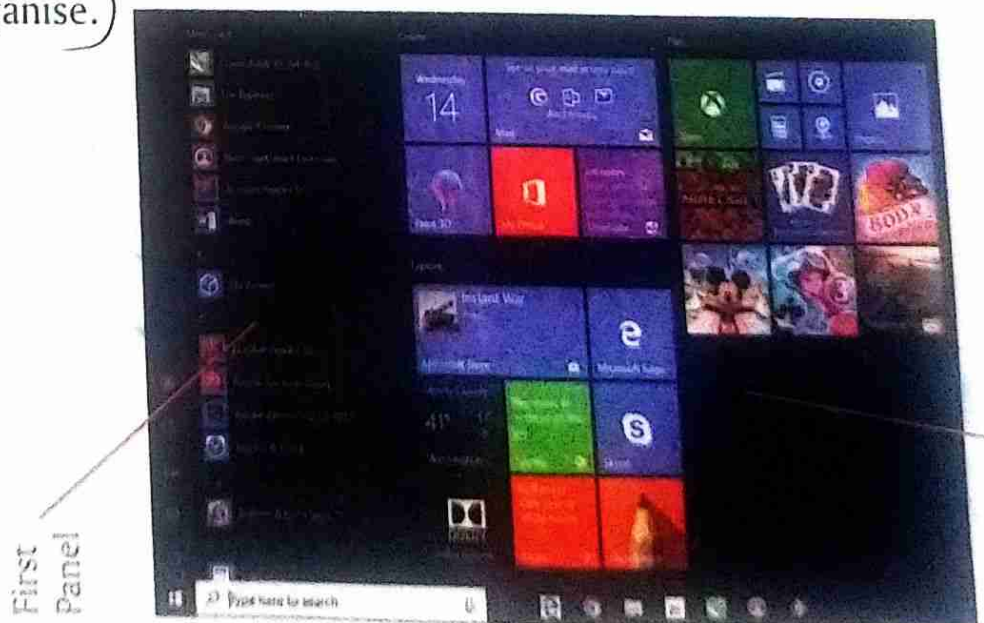

START BUTTON

Start button is present at the bottom left corner of the Desktop. It looks like a small window. When you click on this button, you get two panels side by side. The left column displays the pinned, recently added and most used apps. The right column displays a section of live files that you can customize, resize and reorganise.

FACT FILE

If you want to remove the clutter of multiple windows that are opened on the desktop, click on the title bar of one window which you want to keep and shake it. All the other windows will be minimized. Shake it again to open the windows again.

The **second panel** shows some recently and most commonly used applications like Word, Excel, PowerPoint, Xbox, Microsoft Edge, and so on. You can open any application with just a single click.

First Panel

LIVE TILES

On the right pane of the Start Menu, you see a group of tiles. These are called live tiles. Windows 10 displays the most popular Universal apps in the form of resizable live tiles in the right pane of the Start Menu. These tiles display latest updates and information such as news, weather report, incoming mails, etc. Without opening the app, you can rearrange, resize, and remove these tiles according to your requirement.

PINNING TO START

It is possible to pin the apps to the right pane. It can be done by following the given steps:

1. Go to Start > All apps.

2. Move the mouse pointer on the app and right click on it.

3. From the list, click on Pin to Start.

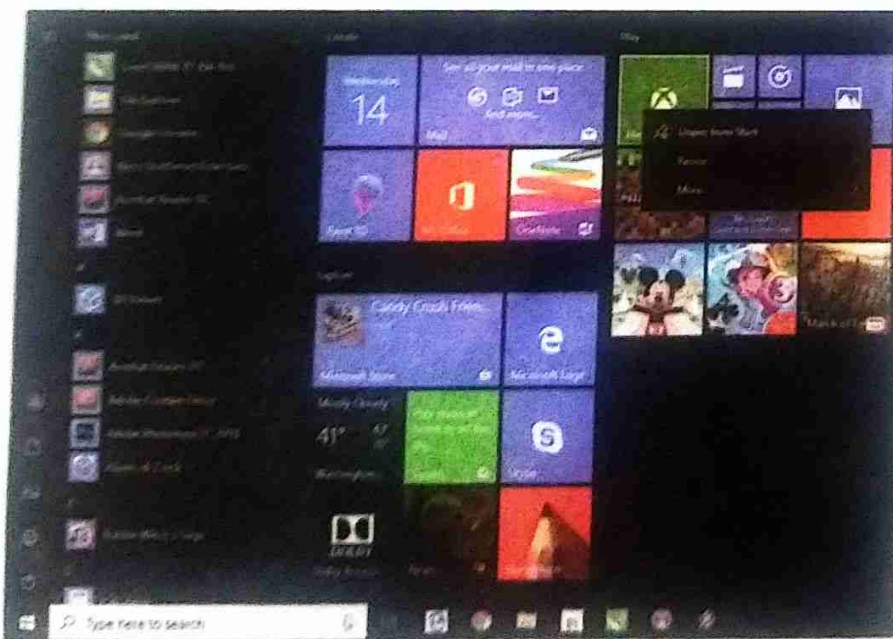4. You will observe that the app is displayed as tile to the right pane.

UNPIN FROM START

You can unpin the app from Start, for this take the following steps.

1. Go to Start > All apps.

2. Right click on the app which you want to unpin.

3. Select Unpin from Start.

4. You will see that the app is unpinned from the right panel.

Note: You can also right-click on the tile on the right panel and select Unpin from Start option.
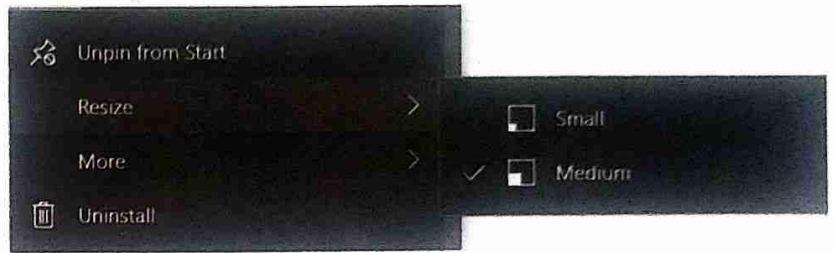
MOVING TILES

1. Move the mouse pointer to the tile that you want to move.

2. Click the left mouse button and hold it.

3. Now, drag the mouse, and the tile will also move.

4. Put the tile to the desired location and drop it by releasing the mouse.

RESIZING TILES

You can also resize the tiles according to your choice. Tiles are generally available in different sizes : small, medium, wide and large.

To resize a tile, the steps are as follows.

1. Right click on the tile and select the Resize option.

2. Select the size of your choice.

TURN LIVE TILES OFF

You can disable a live tile so that you cannot get any live updates from it. To do so,

1. Go to Start > All apps.

2. Right click on the Tile.

3. Hover your mouse pointer on More.

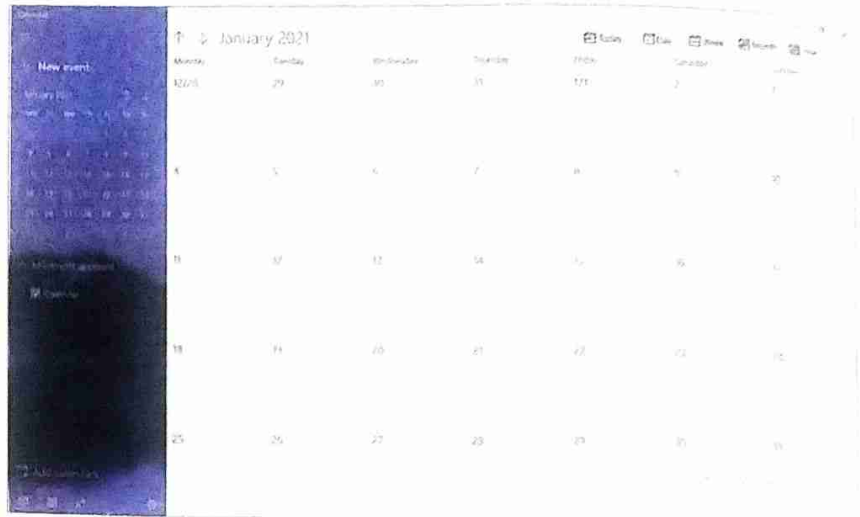4. From the list, select the Turn Live Tile Off option.

UNIVERSAL APPS OF WINDOWS 10

Windows 10 provides some universal apps which work on all the devices, from phones and tablets to laptop and desktop systems. When you click on the Start button, you can see these universal apps on the right panel. These may include Weather, Photos, Mail, Cortana, Maps, Mail, Calendar, etc. These apps are a part of the Windows Store. Some of the apps are explained on the next page.

❖ **Calendar**: It displays the current day and date. You click on this tile or app to view the previous month or next month. You can also perform some calendar settings by clicking on the Settings option.

❖ **Mail**: Using this app, you can manage all your mail accounts in one place. It notifies you about incoming mails. It also allows you to read a mail and respond back to the sender. To use this app, you need to sign in with your account.

❖ **Photos**: When you click on this app, you can view all the photos and videos on your system at one place.

❖ **Weather**: Clicking on this app displays the weather details like temperature, rain forecast, weather conditions, etc.

Activity

1. Right click on the blank area of the desktop.
2. Choose Personalization option.
3. Click on Background.
4. Choose a wallpaper for the background.
5. In the choose a Fit section, select Fit option.
6. Choose your Background Color, select Black color.
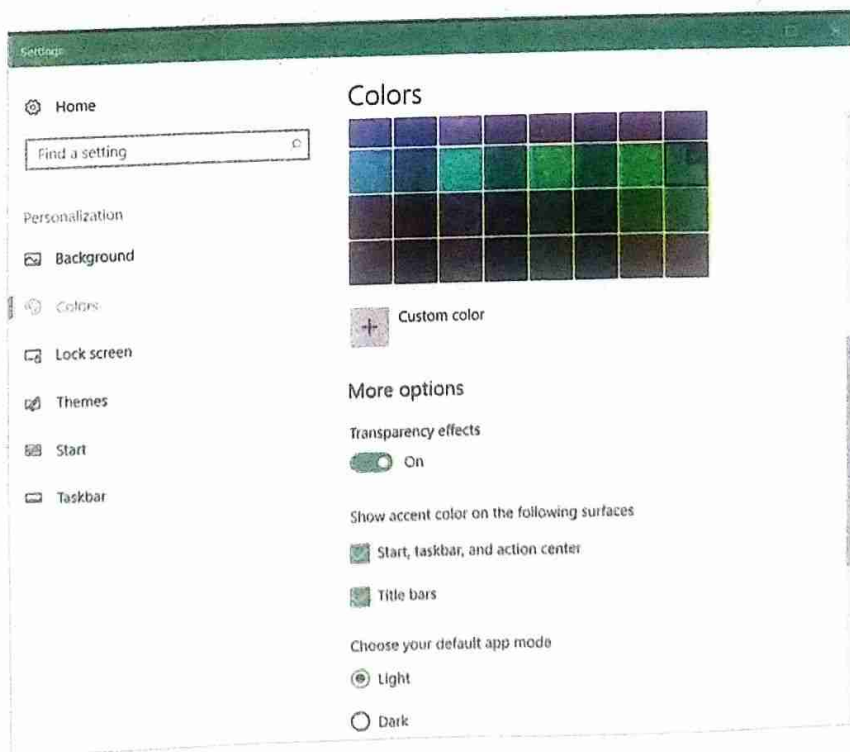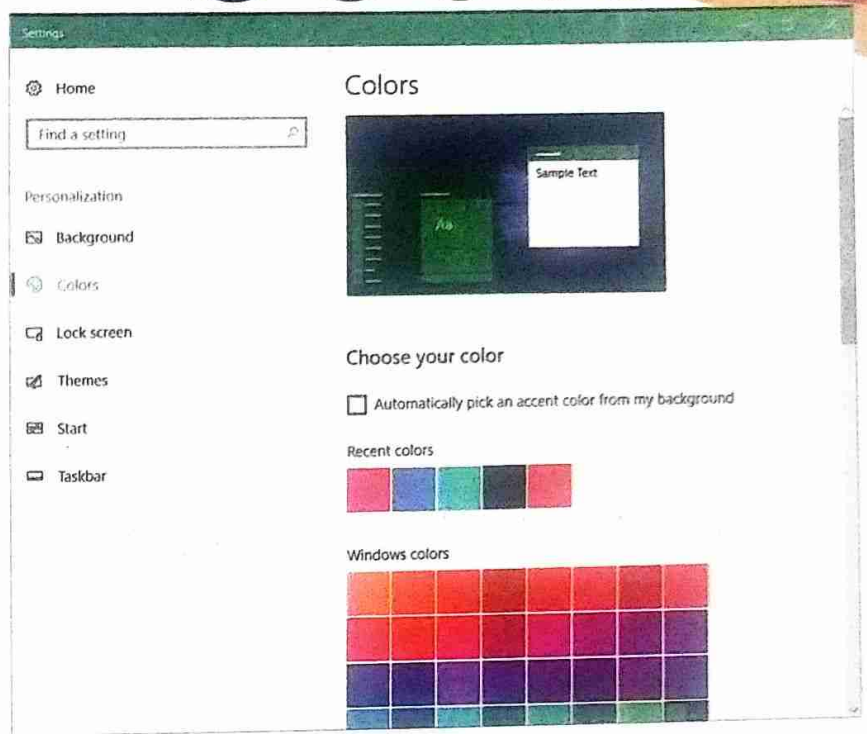7. The wallpaper is changed accordingly.

FACT FILE

In Settings, go to Time and Language > Speech > Related settings and click "Speech, inking and typing privacy settings" to enable speech services and typing suggestions.

CUSTOMIZING THE DESKTOP

Windows provides options to change the settings of Desktop according to your choice. Let us do it by taking the following steps.

1. Right click on the blank area on the desktop screen.
2. From a pop-up menu, select the Personalization option.

3. A Settings Window opens.

4. In the Personalization section, click on the Colors option.

5. Select the color from Windows Colors)

6. You can preview it in the Preview section.

7. If you click on the checkbox of "Automatically pick an accent color from my background", it will automatically select a color that matches to the desktop wallpaper.

8. If you want the selected color to appear on the title bar, Start, Taskbar, and Action Center click the corresponding check boxes to make it enable.

9. Choose the default app mode by clicking on the corresponding radio button.
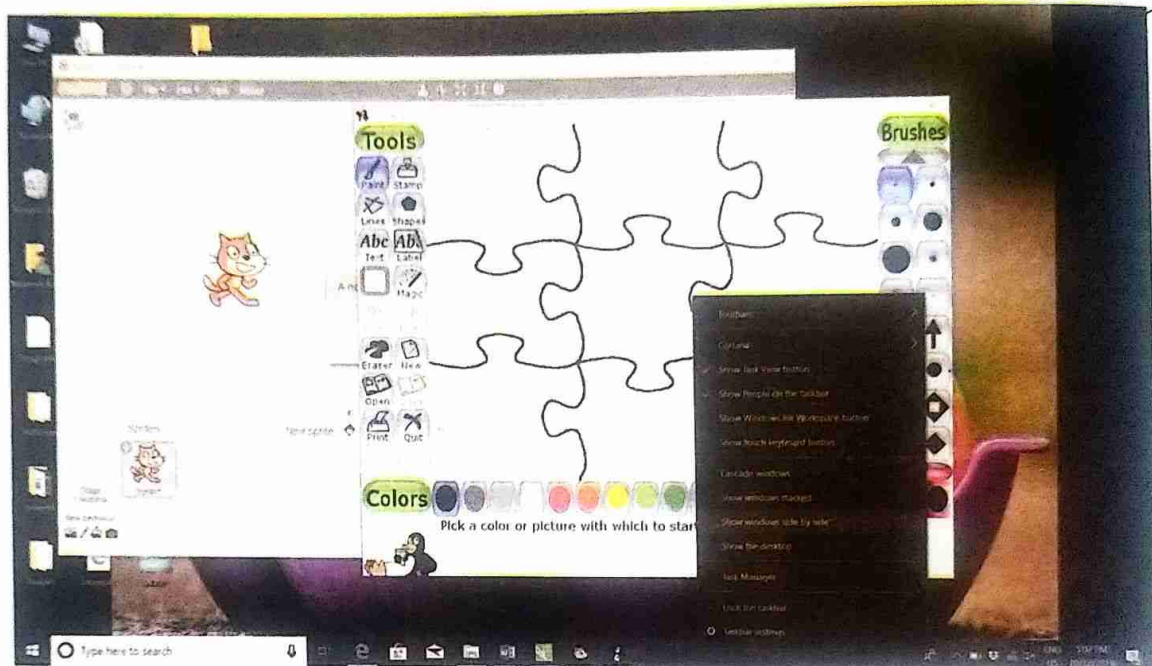
10. Note the changes.

Cybernetics (Part-5)

DISPLAYING MULTIPLE WINDOWS AT A TIME

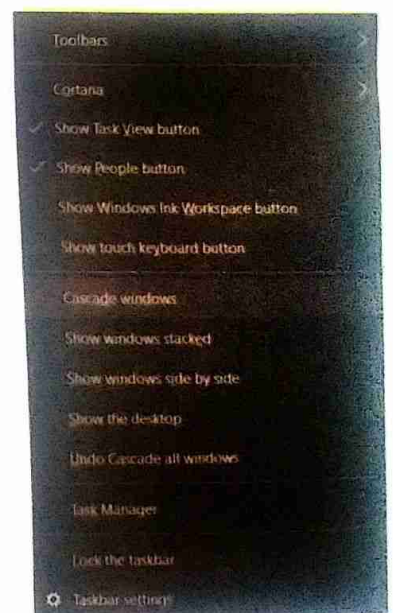In Windows 10, we can display multiple application windows side by side. Let us see how it works.

1. Open Word 2016.
2. Open Scratch 2.
3. Now right click on the blank area on taskbar.
4. Select Show windows side by side option.
5. You will see that both the windows are displayed side by side on the desktop.

CASCADING WINDOWS

Cascading Windows is the arrangement of all currently opened windows in such a way that they overlap on each other. It displays the title bar of all the opened Windows. You can enable the Window by clicking on its title bar.

1. To open multiple applications at a time, the steps are as follows.
2. Right click on the taskbar.
3. Select Cascade Windows option.
4. You will see that all the Windows are in cascading form.

Answer Time

22/2/2021

A. Tick (✓) the correct option:

1. Name the feature that allows you to access your computer by showing your face, finger prints or iris.

   a. Cartana ☐   b. Windows Hello ✓   c. Task View ☐

2. When you switch on a computer, the first screen that opens is called ....

   a. Desktop ✓   b. Taskbar ☐   c. Windows ☐

3. To customize a desktop, right click on desktop and select .... option.

   a. New ☐   b. Refresh ☐   c. Personalization ✓

4. The area which is on the right side of the taskbar is called ....

   a. Notification Area ✓   b. Middle Section ☐   c. Start button ☐

5. What are the small pictures with names on the desktop called?

   a. Shortcut ☐   b. Folder ☐   c. Icon ✓

B. Fill in the blanks:

1. .... is the Universal app of windows 10. (Weather✓/ Corel Draw)

2. Live tiles are displayed on the .... panel. (left/ right✓)

3. To display windows as overlapping on top of another, use .... Option. (Show windows side by side/ Cascade windows✓)

4. You can see the various drives in .... window. (Network/ This PC✓)

C. Match the following figures with the correct option:

1. a) Shortcut

2. b) Folder

3. c) Microsoft Edge

4. d) Start button

5. e) Icon

E. Answer the following questions: २७/०९/२०२१

1. What is Icon? Explain various icons present on Desktop.

2. Write any three features of Windows 10.

3. Write about Taskbar in detail.

4. What is the purpose of the Start button?

5. Write down the steps to:

   a) Pinning to Start:

   b) Unpin from Start:

   c) Turn Live Tiles Off:

6. What are Universal Apps in Windows 10? Explain any two universal apps.

7. Write the procedure to customize the desktop.

8. Write down the steps to:

   a) Displaying multiple windows at a time:

   b) Cascading Windows:

Activity Time