



# PC Tips & Tricks

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Digital Literacy Specialist

# Upcoming Classes

- Learn About 3D Printing Classroom 9/20/2017
  - 11:00 AM - 12:30 PM
  - Computer Classroom
- Be an Online Detective 10/03/2017
  - 7:00 PM - 8:30 PM
  - Mary Radmacher Room



# Areas to Cover

Mouse

Keyboard Shortcuts

Desktop

Taskbar

Start Menu

Control Panel

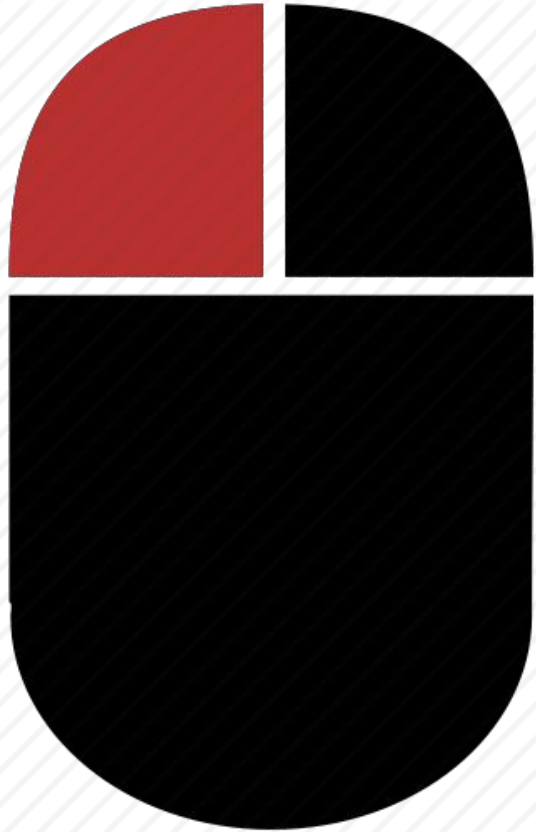
Online



# The Mouse



# Left Clicking



Select

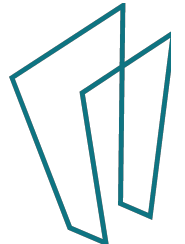
-Single Click

Open

-Double Click

Highlight

-Click + Drag

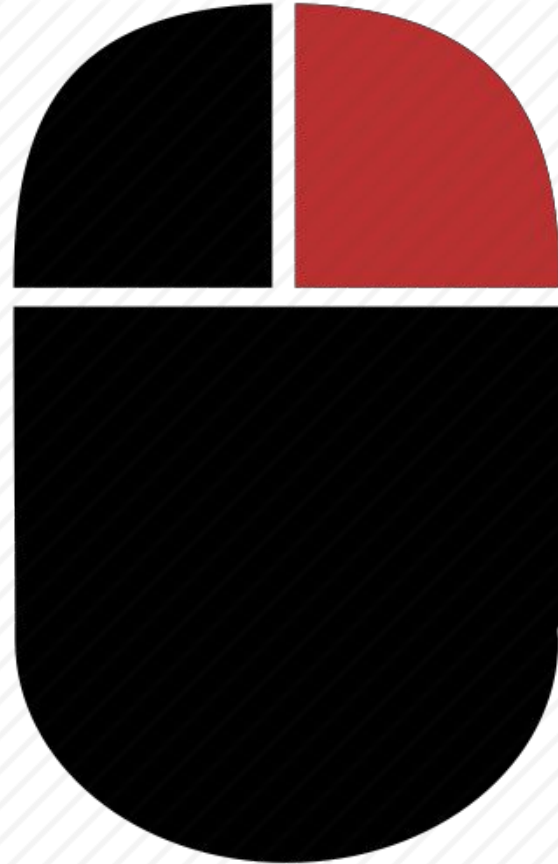


# Right Clicking

Context Menu

More Options

-Print, Copy, Paste, Cut,  
New Window, Close,  
etc.



# Scroll Wheel

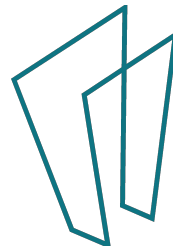


## Navigate Pages

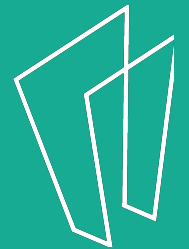
- Scroll up and down
- Click to open links in new tabs and close tabs

## Magnify Text

- Ctrl+Scroll



# The Keyboard



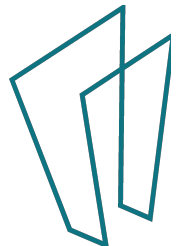


# Keyboard Commands

Copy - Ctrl + C

Paste - Ctrl + V

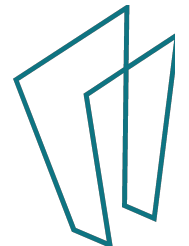
Cut - Ctrl + X



# Keyboard Commands

Undo - Ctrl + Z

Redo - Ctrl + Y

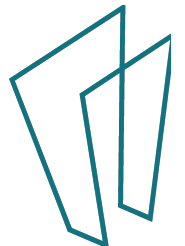


# Keyboard Commands

Print - Ctrl + P

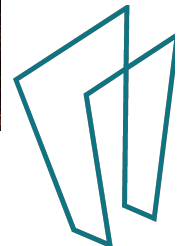
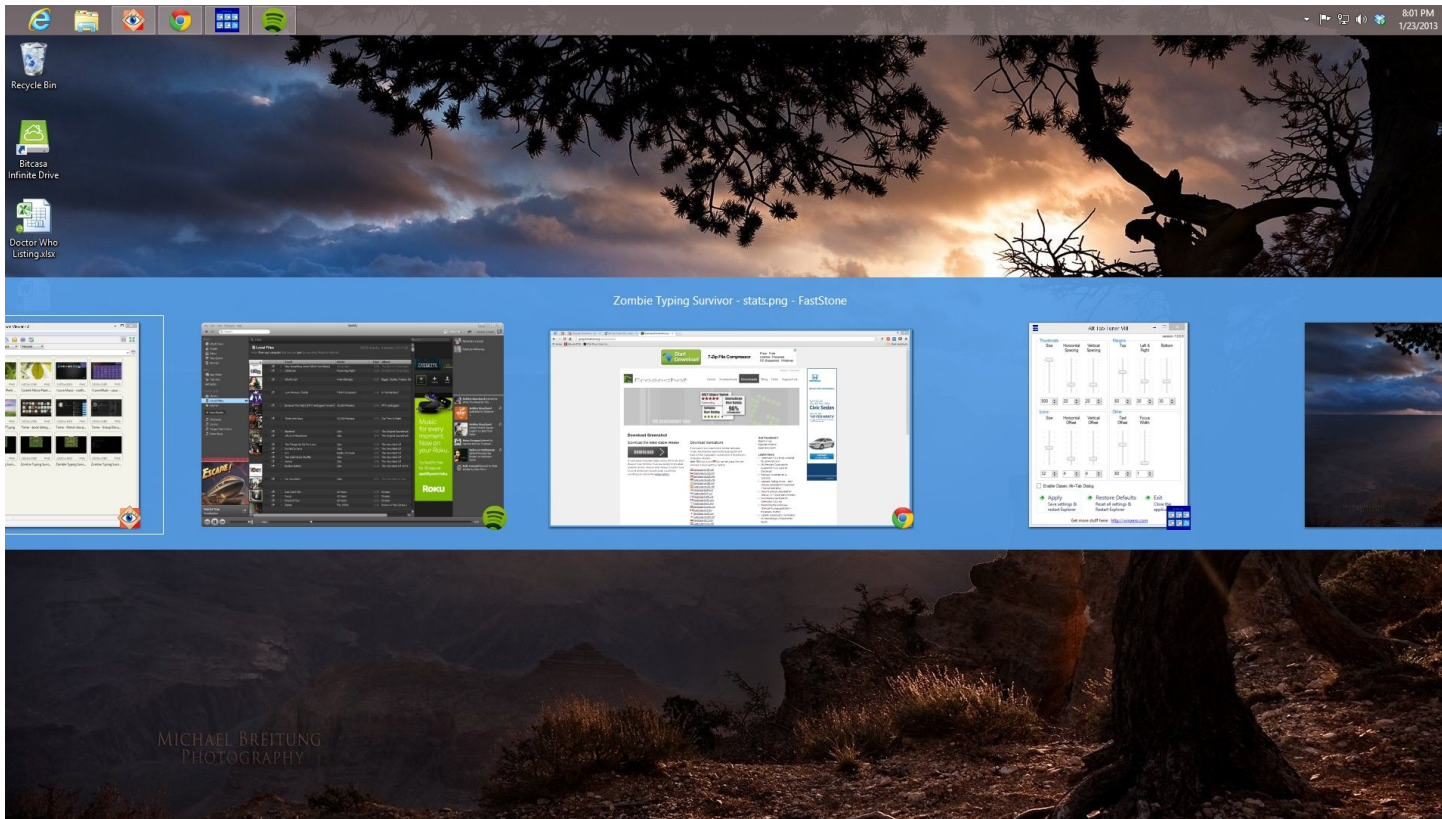
Save - Ctrl + S

Find - Ctrl + F

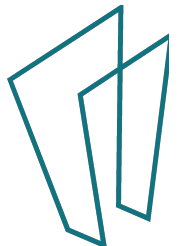


# Keyboard Commands

## Alt + Tab

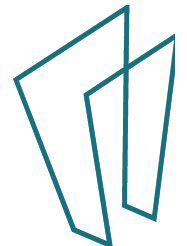


# The Most Important



# The Most Important

Control + Alt + Down Arrow



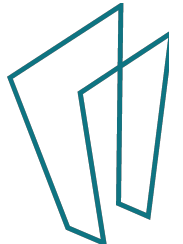
Ctrl + Alt + Del

Control, Alt, Delete

Interrupt computer processes

Shut down, Task Manager

-Program Not Responding



# Task Manager

Task Manager

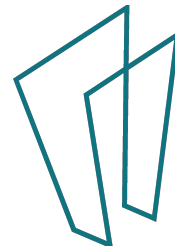
File Options View

Processes Performance App history Startup Users Details Services

Name	10% CPU	40% Memory	0% Disk	0% Network
<b>Apps (7)</b>				
> Google Chrome (32 bit) (2)	1.1%	382.6 MB	0.1 MB/s	0 Mbps
> Skype (32 bit)	0.4%	86.4 MB	0 MB/s	0 Mbps
> Snipping Tool	0%	2.4 MB	0 MB/s	0 Mbps
> Spotify (32 bit)	0%	78.2 MB	0.1 MB/s	0 Mbps
> Steam Client Bootstrapper (32 ...)	0.6%	32.2 MB	0 MB/s	0 Mbps
> Task Manager	1.1%	14.8 MB	0 MB/s	0 Mbps
> Windows Explorer	0.4%	40.3 MB	0 MB/s	0 Mbps
<b>Background processes (105)</b>				
ACMON (32 bit)	0%	0.3 MB	0 MB/s	0 Mbps
Application Frame Host	0%	6.7 MB	0 MB/s	0 Mbps
> ASLDR Service (32 bit)	0%	0.6 MB	0 MB/s	0 Mbps
> ASUS GiftBox Desktop (32 bit)	0%	0.7 MB	0 MB/s	0 Mbps
> ASUS ROG Gaming Mouse hid (...)	0%	1.9 MB	0 MB/s	0 Mbps

^ Fewer details

End task

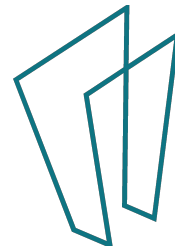




# Task Manager

The screenshot shows the Windows Task Manager window with the 'Processes' tab selected. A context menu is open over the 'Google Chrome (32 bit)' process. The table below lists the visible processes and their resource usage.

Name	CPU	Memory	Disk	Network
<b>Apps (7)</b>				
> Google Chrome (32 bit)	4%	3.3 MB	0.1 MB/s	0 Mbps
> Skype (32 bit)		6.4 MB	0 MB/s	0 Mbps
> Snipping Tool		2.4 MB	0 MB/s	0 Mbps
> Spotify (32 bit)		8.2 MB	0.1 MB/s	0 Mbps
> Steam Client Bootstrap		2.2 MB	0 MB/s	0 Mbps
> Task Manager		4.7 MB	0 MB/s	0 Mbps
> Windows Explorer	0.1%	39.8 MB	0 MB/s	0 Mbps
<b>Background processes (105)</b>				
ACMON (32 bit)	0%	0.3 MB	0 MB/s	0 Mbps
Application Frame Host	0%	6.7 MB	0 MB/s	0 Mbps
> ASLDR Service (32 bit)	0%	0.6 MB	0 MB/s	0 Mbps
> ASUS GiftBox Desktop (32 bit)	0%	0.7 MB	0 MB/s	0 Mbps
ASUS ROG Gaming Mouse hid (...)	0%	1.9 MB	0 MB/s	0 Mbps

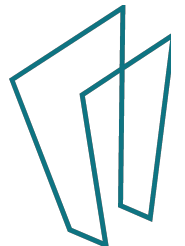


PrtSc

Print Screen

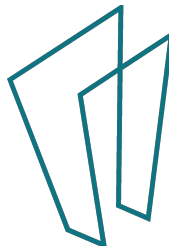
Captures image on **monitor**

Paste image into Paint and  
save



Alt+PrtSc

Captures the image of your  
**active window**



# Desktop



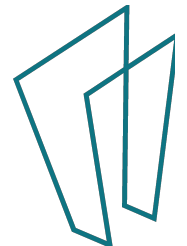
# Desktop

Store files and folders

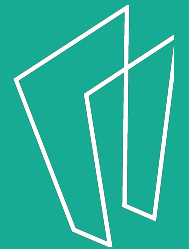
-Move, delete, rename icons

Recycling Bin

Change wallpaper



# Taskbar



# Taskbar

## Pin programs

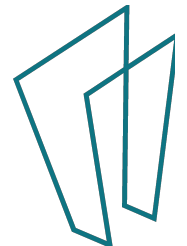
-Right click for more options

## System tray

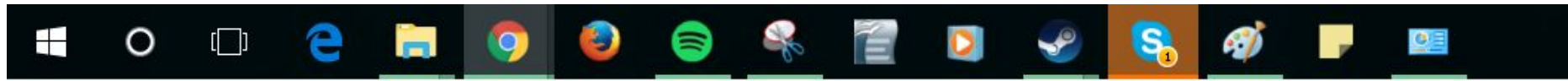
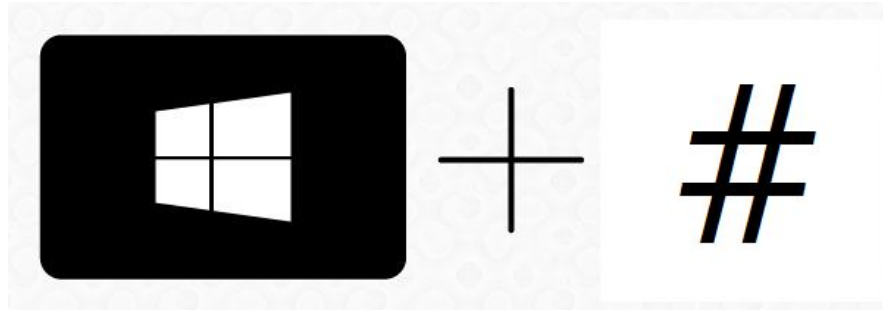
-Volume Mixer, Virus Protection

## Skinny bar bottom right

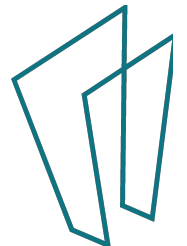
-Minimizes all windows



# Taskbar



1 2 3 4 5 6 7 8 9 0

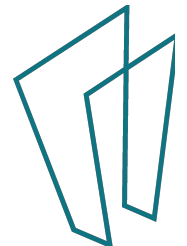




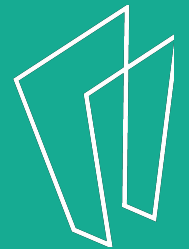
# Taskbar

Skinny bar all the way on the right of the taskbar

-Minimizes all windows



# Start Menu

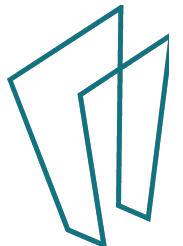


# Start Menu

Access programs

My Computer and other  
folders

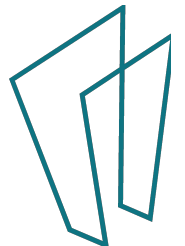
Control Panel



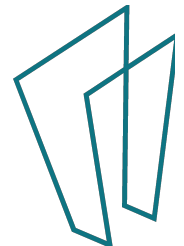
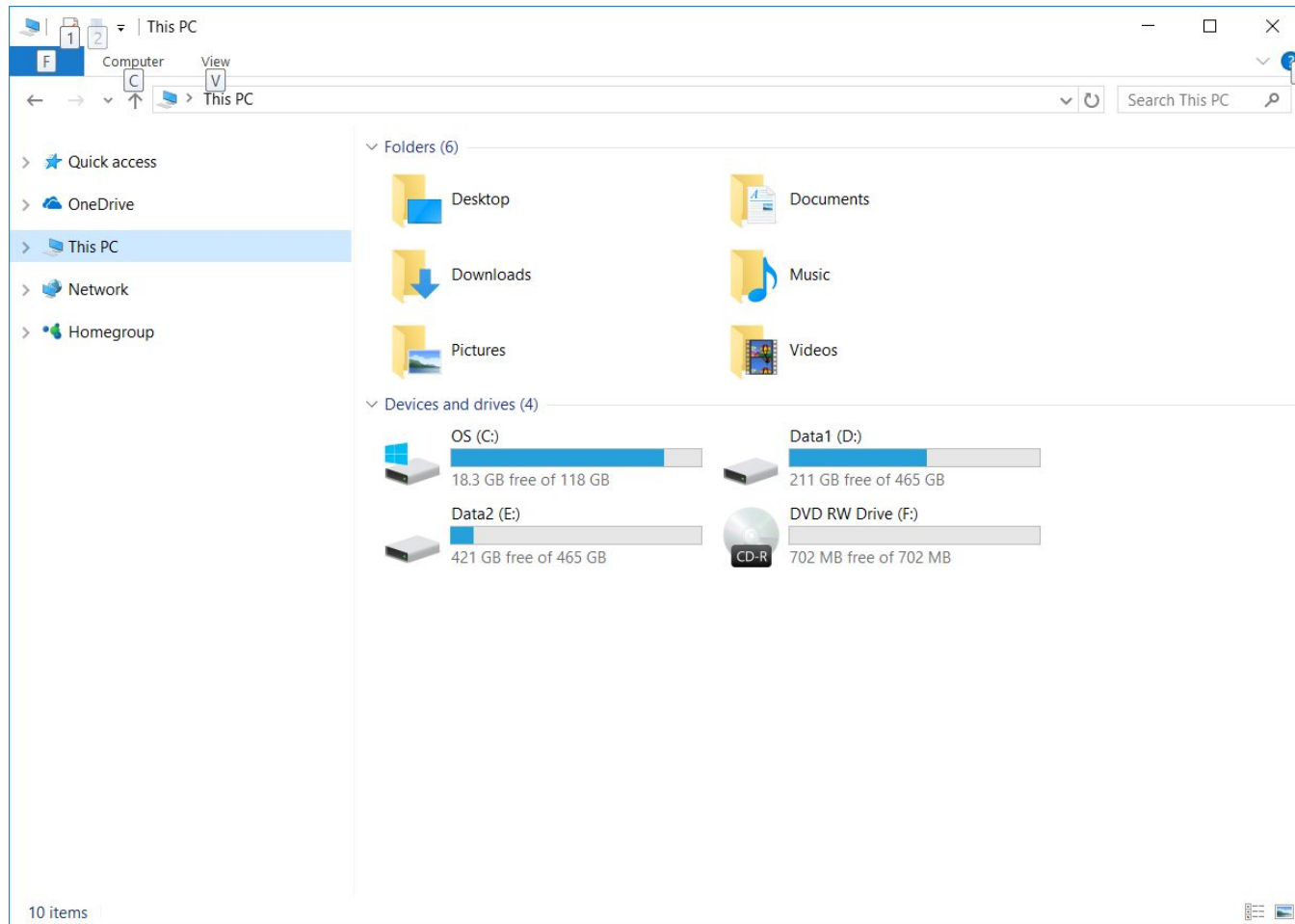
# Program List

Right click to send to Desktop  
or pin to taskbar

Snipping Tool, Sticky Notes,  
Magnifier



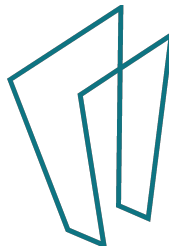
# My Computer/This PC



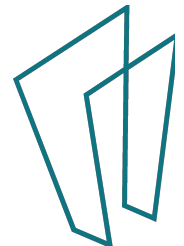
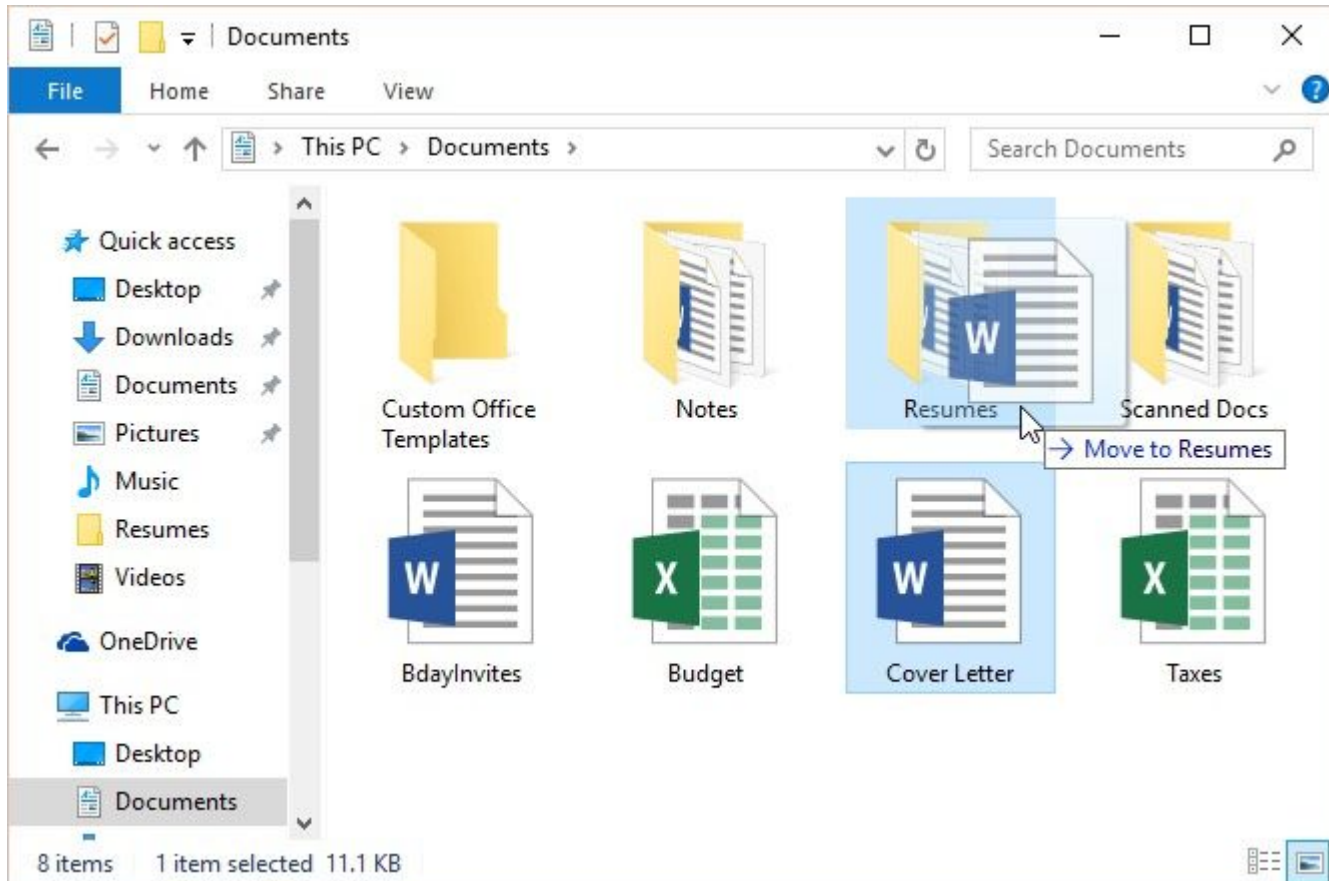
# File Explorer/Windows Explorer

Windows software for **viewing** files

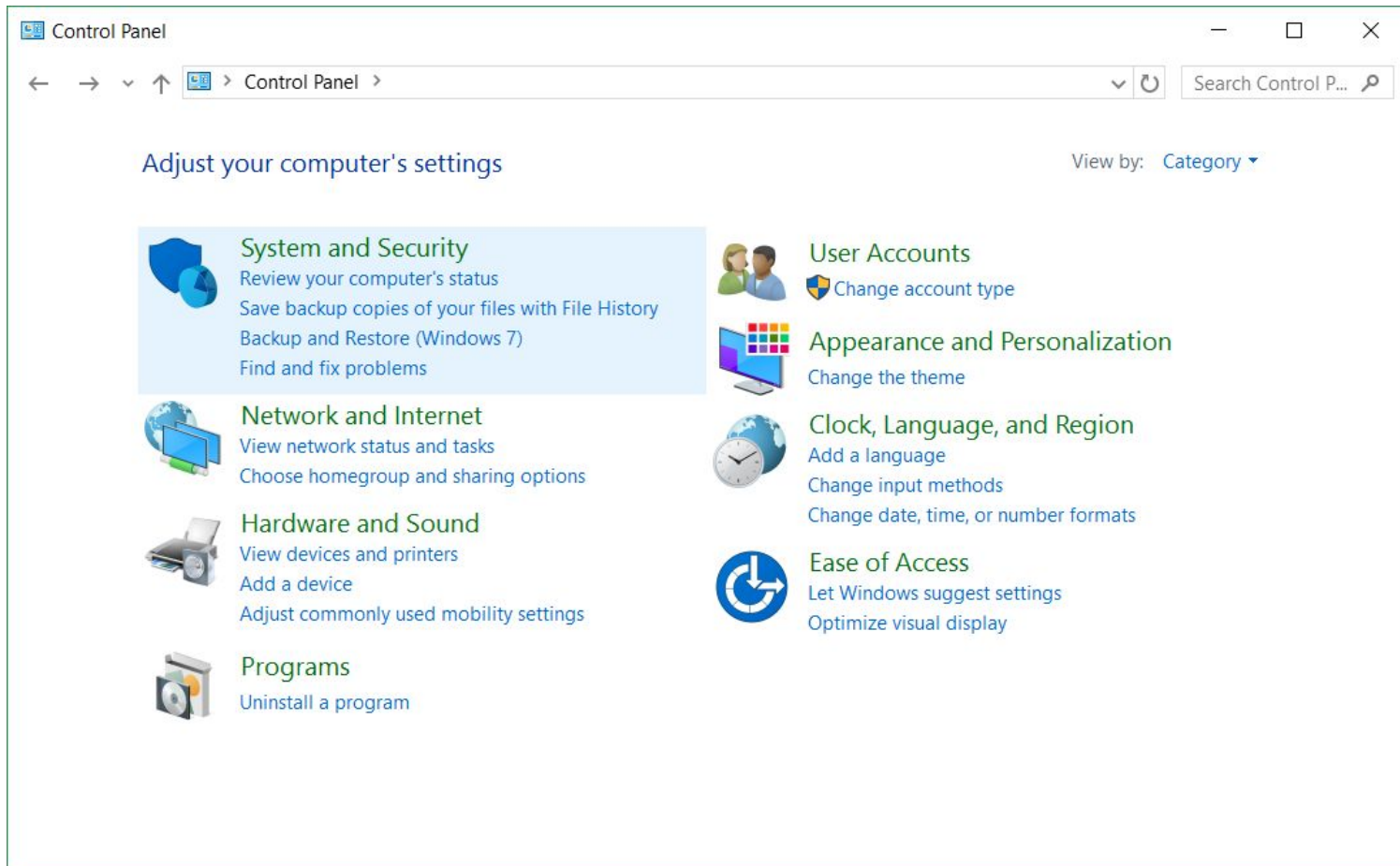
**Open, create, rename, and delete** all your files and folders



# File Explorer/Windows Explorer

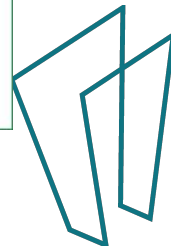


# Control Panel



The screenshot shows the Windows Control Panel window. The title bar reads "Control Panel" and includes standard window controls (minimize, maximize, close). The address bar shows the path "Control Panel" with navigation arrows and a search box labeled "Search Control P...". Below the address bar, the text "Adjust your computer's settings" is displayed on the left, and "View by: Category" is on the right. The main content area is organized into two columns of settings categories, each with an icon and a list of sub-options:

- System and Security** (Shield icon): Review your computer's status, Save backup copies of your files with File History, Backup and Restore (Windows 7), Find and fix problems.
- Network and Internet** (Globe icon): View network status and tasks, Choose homegroup and sharing options.
- Hardware and Sound** (Printer icon): View devices and printers, Add a device, Adjust commonly used mobility settings.
- Programs** (CD icon): Uninstall a program.
- User Accounts** (People icon): Change account type.
- Appearance and Personalization** (Monitor icon): Change the theme.
- Clock, Language, and Region** (Clock icon): Add a language, Change input methods, Change date, time, or number formats.
- Ease of Access** (Globe icon): Let Windows suggest settings, Optimize visual display.

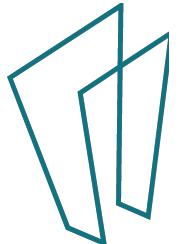




# Programs

View all of your installed programs

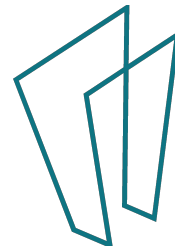
Manually uninstall programs and their components



# Hardware and Sound

## Power Options

- Adjust screen brightness
- Change when the computer goes to sleep



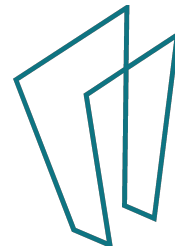
# Appearance and Personalization

## Personalization

-Change desktop wallpaper, taskbar color, and screen saver

## Display

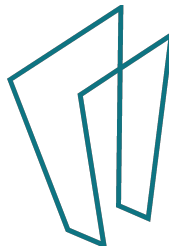
-Change font size



# Online Tips



You do not need to type “www”



# Tabs

## Open a New Tab

-Ctrl + T or Right Click

## Reopen a Closed Tab

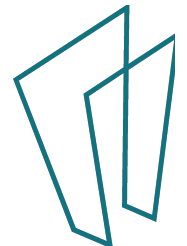
-Restore a tab that was closed

-Ctrl + Shift + T or Right Click

## Pin a Tab

-Prevents tab from being closed

-Right Click the Tab



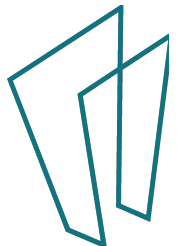
# Bookmarks

Click the star to bookmark

-Rename and select folder

Save to Bookmarks Bar

-Settings to “Show Bookmarks Bar”

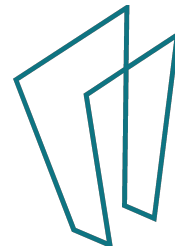


# Set Home Page

>Settings

“On Startup”

-Open a Specific Page

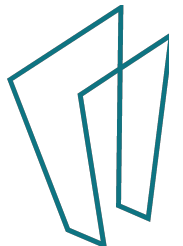




# Save a Picture

## Right Click a Picture

-Save As...



# Where can I learn more?



[GCFLearnFree.org](http://GCFLearnFree.org)



Questions?



# Thank you!

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