Windows

The Basics of Windows

Welcome to the Lunch and Learn Technology Workshop, sponsored in partnership by Connections and The Arc of Weld County.

Overview

Step 1: Desktop overview

Step 2: How to use Cortana

Step 3: How to close, minimize programs

Step 4: Windows tips

Step (or Section) 1: Desktop Overview

- Background, taskbar, search bar, status bar, notifications
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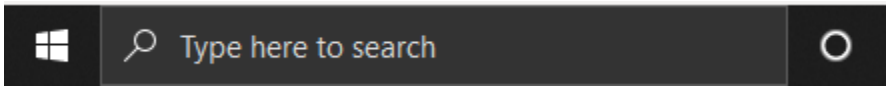
- Add a shortcut – type the name of the app in the search bar and right, select open icon, send to desktop, create shortcut.
- START – You can look at pictures, go into your settings, restart, power down.

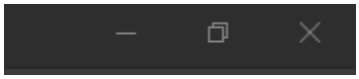
Step 2: How to Use Cortona

- Click the circle to open Cortana
  - 

How to use Cortana: You can use Cortana to search for your favorite apps, games, or programs.

- Click the search bar in the bottom left-hand corner
- Search in the program, game, or app you're looking for: I.e., Microsoft Word, internet, Google Chrome, or even weather.
- Go ahead and try it yourself.
- If you're using a Chromebook, Cortana is not available.

Step 3: How to close, minimize programs.

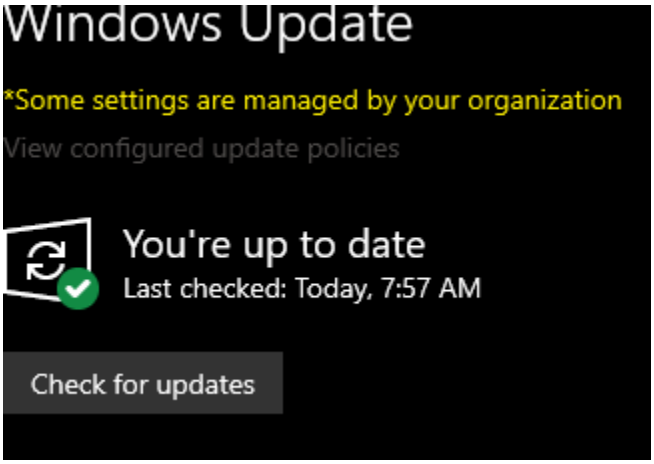
- Notice the icons in your top right-hand corner
  - 

- The far-left icon will close the screen but not end the program. (Show example)
- The middle icon will minimize your screen.
- The X icon will close out the program.

Step 5: Windows tips

1.)Make sure your computer is updated

a. Type in the 'search' for updates.



2.)What to do if your computer freezes

a. Press "CTL + Alt + DEL" simultaneously, you'll see this screen (show class)
b. Select end task to close program that is frozen
    i. OR if computer is frozen
c. Select the Power button in the bottom right-hand corner (show class)
d. Select restart.