

college of dentistry

COMPUTER SCIENCE

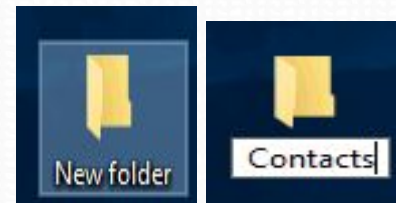
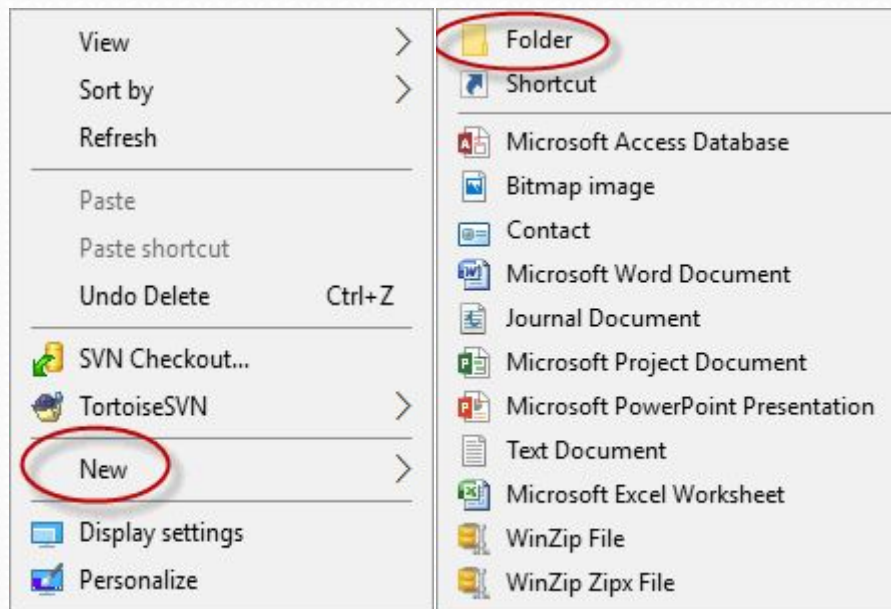
first stage

BY

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How to Create a New Folder in Windows 10

- Creating a Folder
- Navigate to the location where you want to place the new folder.
- Right-click and select New, Select Folder then Enter to change the folder name

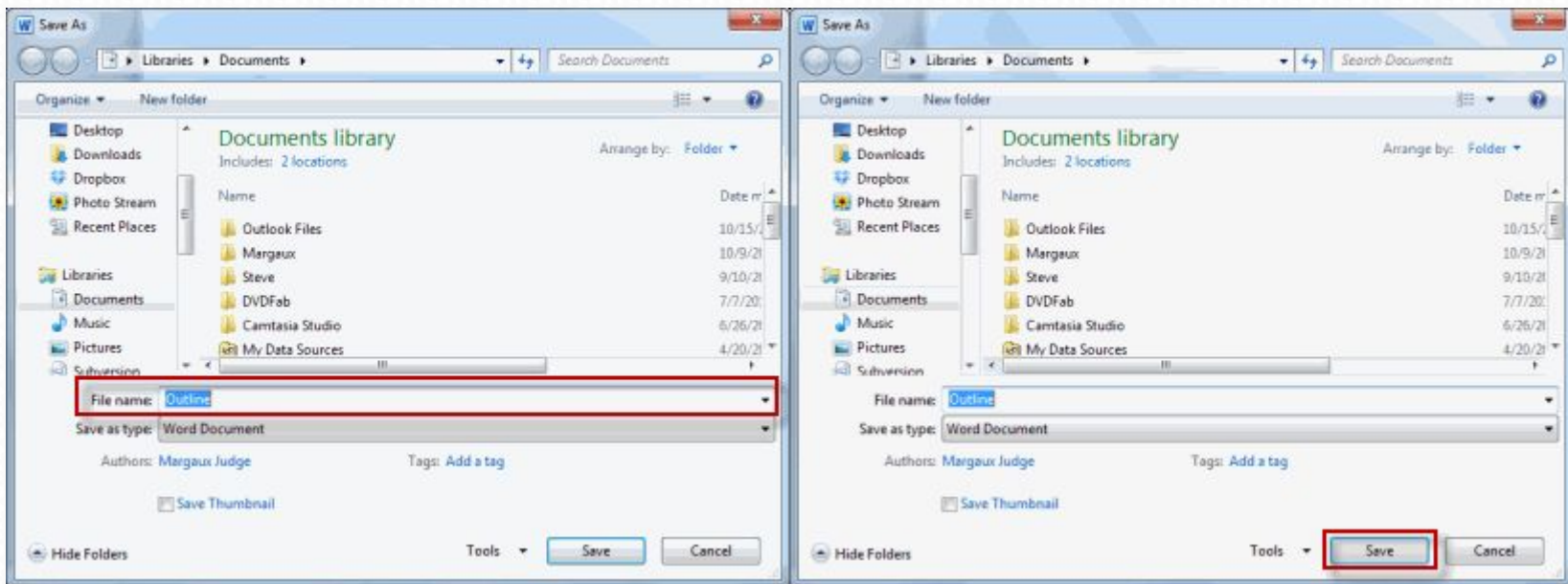


Saving a New File

- select the Save option. Save Button



- In the Save As dialog box, type a new file name for your file



Find operating system info in Windows 10

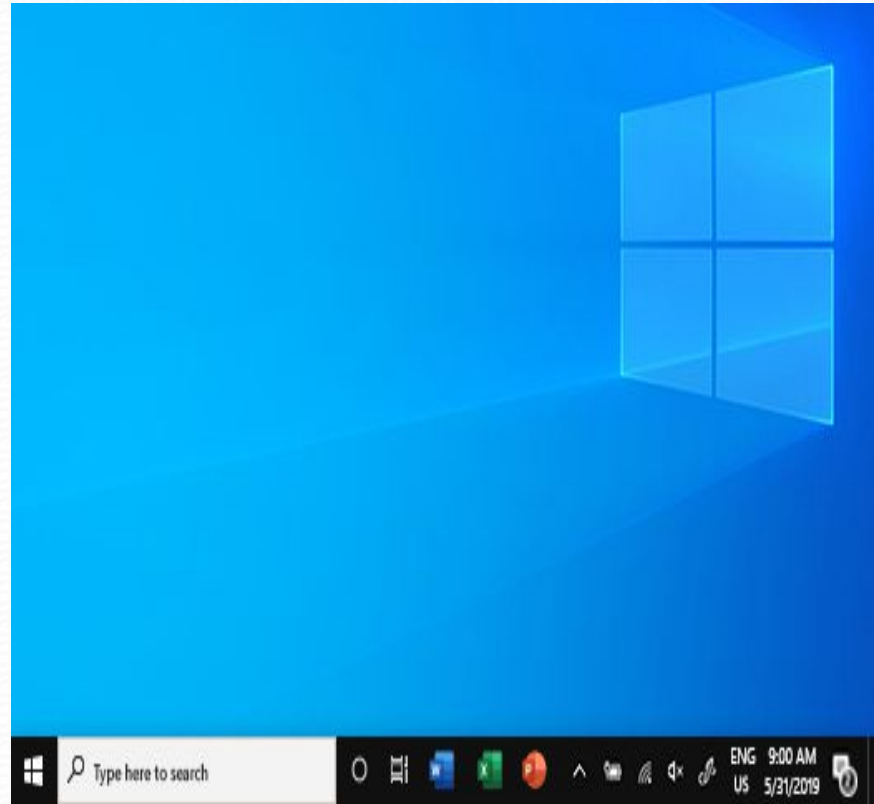
- To find out which version of Windows your device is running, press the Windows logo key + R, type winver in the Open box, and then select OK.
- Here's how to learn more:
- Select the Start button > Settings > System > About .
- Open About settings
- Under Device specifications > System type, see if you're running a 32-bit or 64-bit version of Windows.
- Under Windows specifications, check which edition and version of Windows your device is running.

Rename your Windows 10 PC

- Rename your device to make it easier to identify if you use multiple computers with your Microsoft account.
- Select Start > Settings > System > About.
- Select Rename this PC.
- Enter a new name and select Next. You may be asked to sign in.
- Select Restart now or Restart later.

How to use the taskbar in Windows 10

- Use the taskbar for more than seeing your apps and checking the time.
- You can personalize it in many ways—change the color and size, pin your favorite apps to it, move it around on your screen, and rearrange or resize taskbar buttons. You can also lock the taskbar, check your battery status, and minimize all open programs momentarily so that you can take a look at your desktop

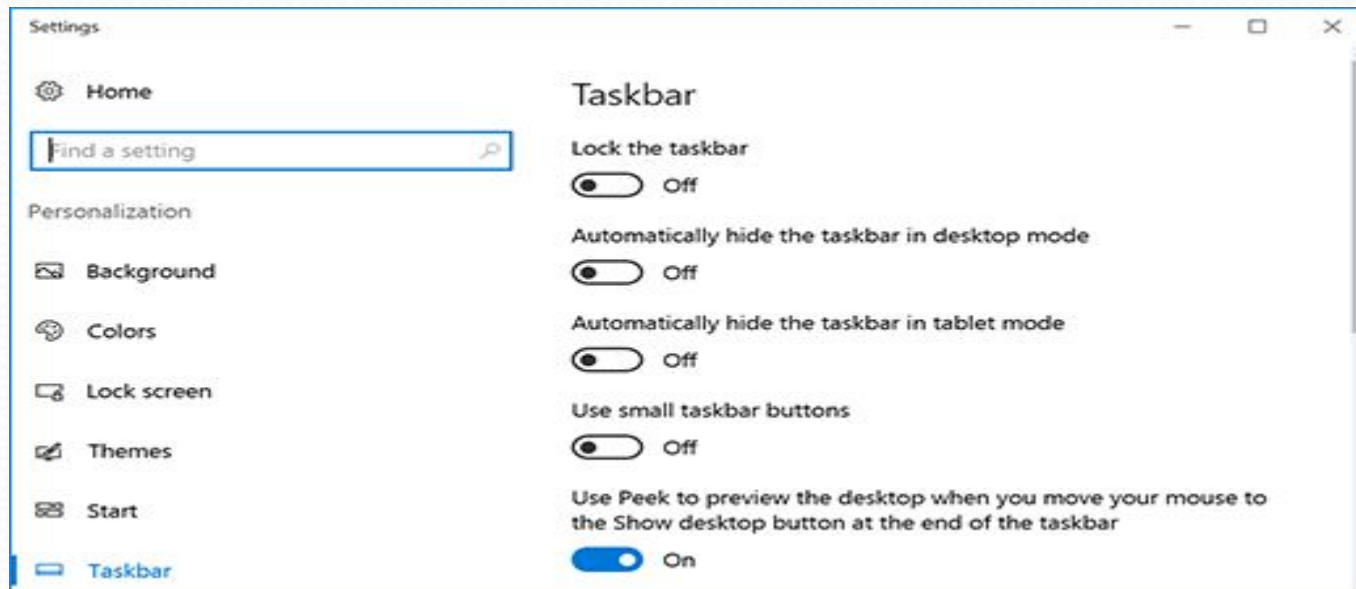


Pin an app to the taskbar

- Pin an app directly to the taskbar for quick access when you're on the desktop.
- Pin an app from Start
- In the search box on the taskbar, type the name of the app you want to pin to the taskbar. Select More > Pin to taskbar . If you're unpinning, follow the same steps and select Unpin from taskbar
- Change the color of your taskbar
- To change the color of your taskbar, select Start > Settings > Personalization > Colors > Show accent color on the following surfaces. Select Start, taskbar, and action center. This will change the color of your taskbar to the color of your overall theme.

Change your taskbar settings

- If you want to change multiple aspects of the taskbar at one time, use Taskbar settings. Press and hold or right-click any empty space on the taskbar, and then select Taskbar settings .



Change the taskbar location

- Typically, the taskbar is at the bottom of the desktop, but you can also move it to either side or the top of the desktop.
- When the taskbar is unlocked, you can change its location. See Lock and unlock the taskbar to find out if yours is locked.

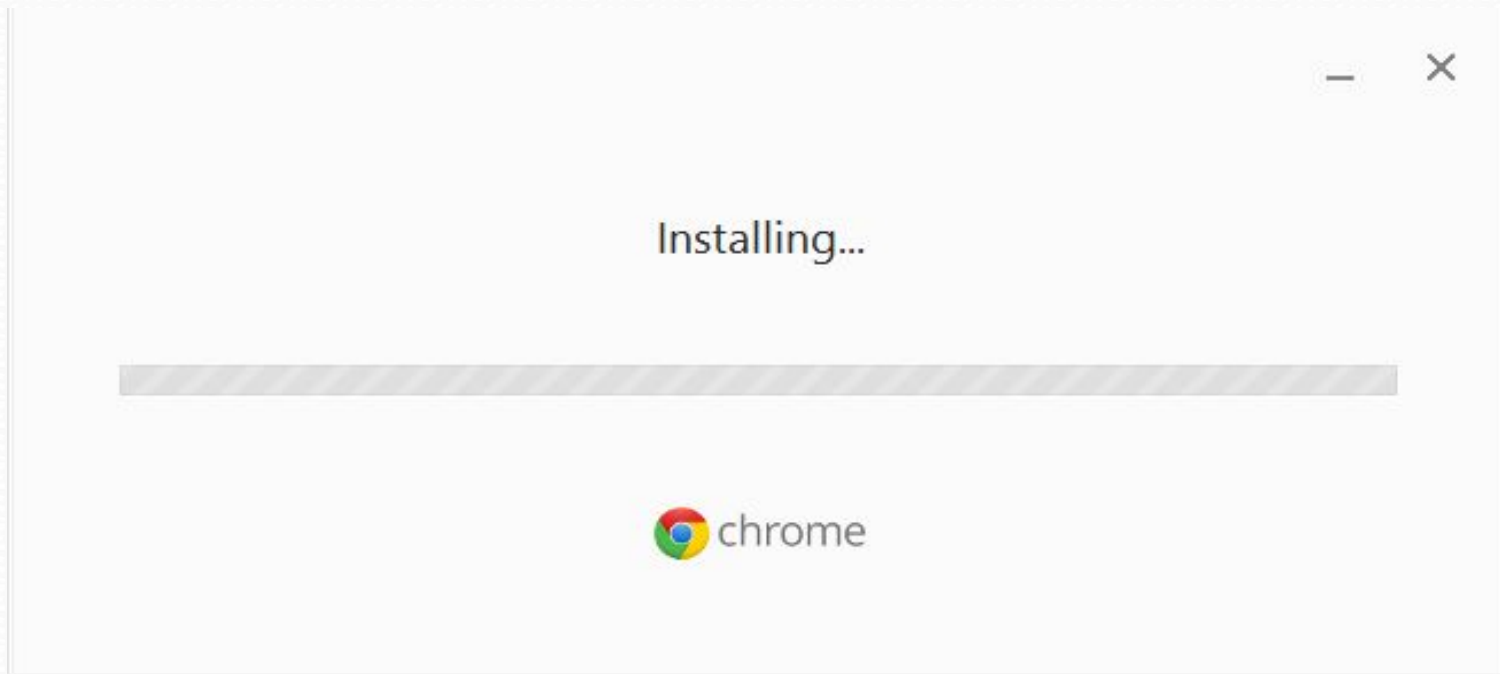
- When you've confirmed that your taskbar is unlocked,
- press and hold or right-click any empty space on the taskbar.
- Select Taskbar settings > Taskbar location on screen, and then select Left, Top, Right, or Bottom.

Installing software from the Web

- Applications like Microsoft Office and Adobe Photoshop can now be downloaded right to your computer from internet
- For example, if you wanted to install the Google Chrome web browser, you can visit this page <https://www.google.com/chrome/>
- and click the Download button.
- The installation file will be saved to your computer in .exe format ,Locate and double-click the .exe file. (It will usually be in your Downloads folder.)

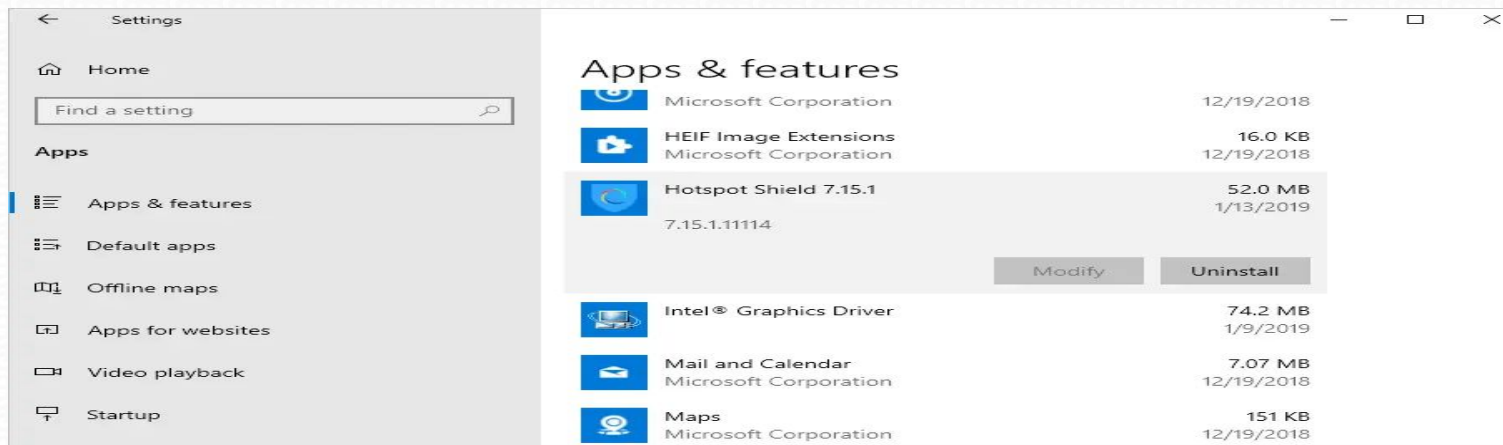


dialog box will appear. Follow the instructions to install the software.



Uninstall Programs in Windows 10

- Open the Windows settings and then go “Apps” settings.
- Select “Apps and features” on the left-side pane and scroll down the page to find the program you want to install from the program list.
- Click on the program and then the “Uninstall” button.



Install a printer in Windows

10

- Select the Start button, then select Settings > Devices > Printers & scanners.
- Open Printers & scanners settings
- Select Add a printer or scanner. Wait for it to find nearby printers, then choose the one you want to use, and select Add device.
- If your printer isn't in the list, select The printer that I want isn't listed, and then follow the instructions to add it manually using one of the options