



ALL RIGHTS RESERVED- SECOND EDITION 2020

STUDENT NAME :_.....

COLLEGE :

DATE :

PHONE NUM :

EMAIL:



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Content

فہرست

- 1-What is Windows 10?
- 2- Features of Windows 10
- 3- Starting Windows 10
- 4- New Features (Start Menu)
- 5- To name App Group
- 6- Start screen size
- 7- Display or hide app lists on start screen
- 8- Starting with Desktop
- 9- Multitasking
- 10-Desktop Background
- 11-Managing your Files
- 12-Personalizing of Lock Screen
- 13- Change behavior of the Mouse
- 14-Adding a new user Local Account
- 15-Change Account Type
- 16-Open your Files with Different Apps
- 17-Change Date and Time
- 18- Notepad
- 19-Wordpad
- 20-Paint



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 01: What is Windows 10?

Windows 10 is the most recent PC operating system that released by Microsoft

There have been many different versions of Windows over the years,

including:

- 🔔 Windows 10 (Released in 2015)
- 🔔 Windows 8.1 (released in 2013)
- 🔔 Windows 8 (released in 2012)
- 🔔 Windows 7 (Released in 2009)
- 🔔 Windows Vista (2006).
- 🔔 Windows XP (2001).
- 🔔 Windows ME (2000)
- 🔔 Windows 98 (May 15 1998)
- 🔔 Windows NT 4.0 (1996) (NT=New Technology)
- 🔔 Windows 95 (August 15 1995)
- 🔔 Windows 1.0 (1985)
- 🔔 MS-DOS (1981)



Tip: The Foundation of Microsoft was April 04 1975

Lesson 02: the difference and Features of Windows 10

There are several difference and features between Windows 10 and earlier versions like :





SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Features	Windows 8	Windows 10
Start menu: quick access to common apps and settings		✓
OneDrive built in: access all your files via the cloud	✓	✓
Cortana: a personalized digital assistant		✓
Continuum: easily connect and work between your PC and Windows mobile devices		✓
Microsoft Edge: a new, more powerful web browser		✓
Windows store: free and paid apps, games and entertainment content available to download	✓	✓
Multitasking: see all open apps in one view, split your screen, and create multiple desktops		✓

Lesson 03: Starting Windows 10

Behaviour of the Mouse

- Hover
- Click
- Double Click
- Right Click .





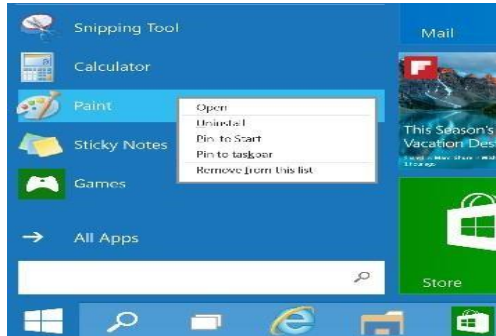
SAHALSOFTWARE


Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com


Using the Search Feature Path for Searching:



Simply open the Start menu and type in the search box — Windows search will do the rest. You can also open search directly from the taskbar; click  Search and start typing.




Shutdown or Restart Your PC

Select  Start in the lower-left corner of the taskbar. Click Power to sleep, shut down or restart your device.

Lesson 04: New Features

1. Start menu

To get to the Start menu, select  Start in the lower-left corner of the taskbar. You can also open the Start menu by pressing the Start button located on your keyboard . Or press Ctrl + Esc .



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10


All apps

Click All Apps to see all your apps and programs listed alphabetically. Looking for a specific app? Just type it in the search box.

Pin your favorite apps to the Start Menu




Pin apps, programs and folders to the Start menu for fast access to the things you use the most.


Click  Start, select All Apps, rightclick the app you want to pin, and then select Pin to Start.

Once pinned, your app will show up as a tile on the right. Right-click the tile to change its size. Drag and drop to move it around and create as a Group . Don't worry about running out of space — the Start menu will automatically resize to hold everything.

Lesson 05: To Name an App Group:

Click  Start or press Windows key / Right-click the desired group. Select Name group. - Type the desired name - Click on the background

Pin App to the Taskbar :

Click  Start, select All Apps, right-click the app you want to pin, and then select Pin to Taskbar.

Unpin App from the Taskbar:

Right click the app on the taskbar / Click Unpin this program from the Taskbar



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

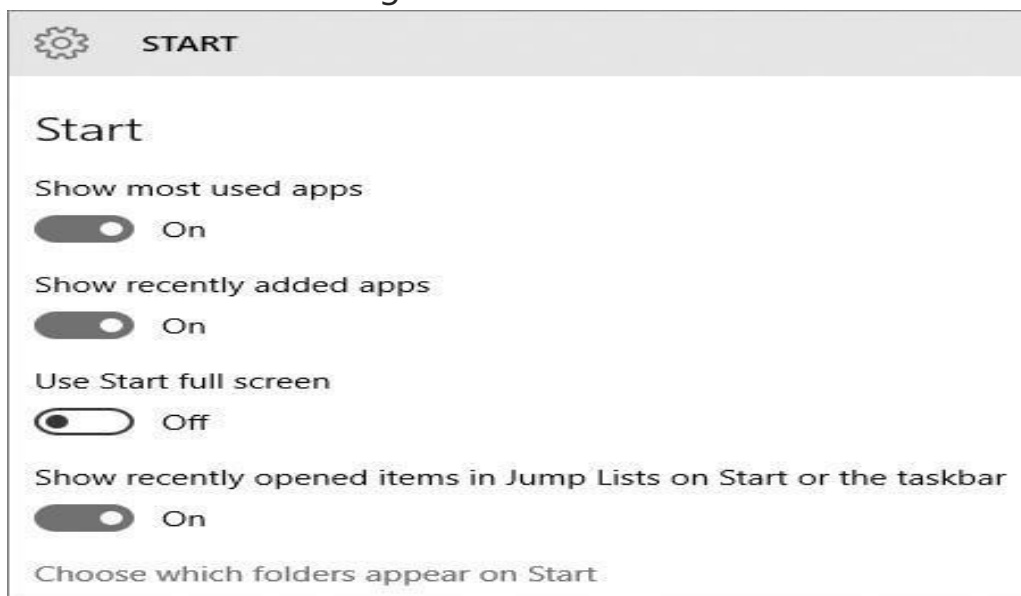
Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Lesson 06: Set the Start screen size

To switch between the default and full-screen Start screen

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Start**.
3. In the **Start** pane, click **Use Start full screen**. Then click the **Start** button to test the setting.



To resize the partial-screen Start screen

1. Do any of the following:
 - Drag the top border of the **Start** screen up or down to increase or decrease its height.
 - Drag the right border of the **Start screen** right or left to increase or decrease its width.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

To display Start screen tiles that don't fit on the partial Start screen

1. Point to the **Start** screen to display the vertical scroll bar on the right edge.



TIP The scroll bar appears only when there are more tiles than fit on the Start screen at the current size.

2. Drag the scroll box or click the scroll bar to scroll the **Start** screen content.

Lesson 07: To display or hide app lists on the Start menu

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Start**.
3. In the **Start** pane, do any of the following:
 - Click **Show most used apps** to turn off or on the Most Used list.
 - Click **Show recently added apps** to turn off or on the Recently Added list.



TIP Both of these lists are turned on by default.

- 4-Click the **Start** button to test the setting.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Lesson 08: Starting with Desktop

To Delete a File:

- Click, hold and drag the file onto the Recycle Bin icon on the Desktop/Release it.
- Alternatively, you can select the file and then press the Delete key. - Right-click on the file , Click delete

-

Ways To Open an Apps :

There are four ways to open an app in your PC:



1. Click the app icon on the taskbar.
2. Double-click the app shortcut on the Desktop
3. Right click the app on the Desktop /click open
4. Select The Application on the Desktop /Then Click Enter in the Keyboard

Lesson 09 : Multitasking

Switching Applications (Flip)



Press and hold the **Alt** key and then press **Tab**. The Flip preview will appear.

You can Also click  Task View on the Taskbar to switch apps select any item to open it .But to press “Windows key  on the Keyboard and Tab “ is better .



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Snap ..

- ❖ Click, hold and drag the desired window to the left or right until the cursor reaches the edge of the screen.

Release the mouse. The window will snap (xidhmid)into place. By default, the app or program will open as half screen. If you would like it to fill a quadrant, click and hold the top of the window and drag into an open corner to snap four apps at same palace .

Multiple desktops (Adding another Desktop)

If you're working on a lot of different projects, using different apps and programs, try adding a desktop. It'll keep things neatly organized for you. Or, create a desktop for the things you do at work and one for the things you do at home.

Select Task view from the taskbar, and then click Add a desktop. A thumbnail will show up at the bottom of the task view page. Click the blank thumbnail to open up a clean desktop.

To switch between desktops, click Task view and then choose a desktop from the bottom of the page



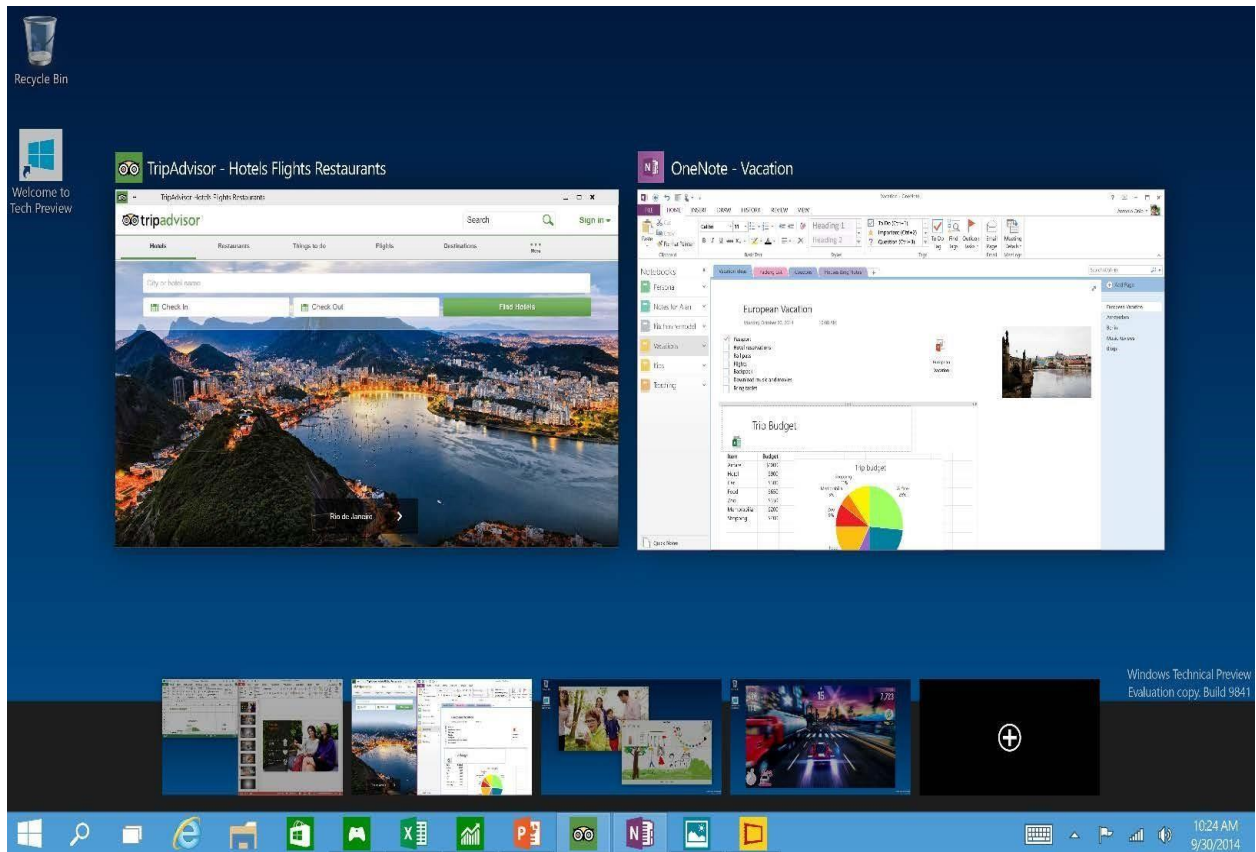
SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483


Website:www.sahalssoftware.com / www.facebook.com/sahalssoftware

Youtube:sahalssoftware.com - E-mail: support@sahalssoftware.com

Windows 10



To Show Desktop

- If there are open windows and you want to see the desktop at same time , you can click the lower-right corner of the screen to minimize all open windows.
- Move the mouse to the bottom-right corner of the screen and click.
- All open windows will be minimized and the desktop will appear.
- Click the bottom-right corner again to restore the minimized windows.
- Also you can use “ Windows Key  Plus D ” as a shortcut



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

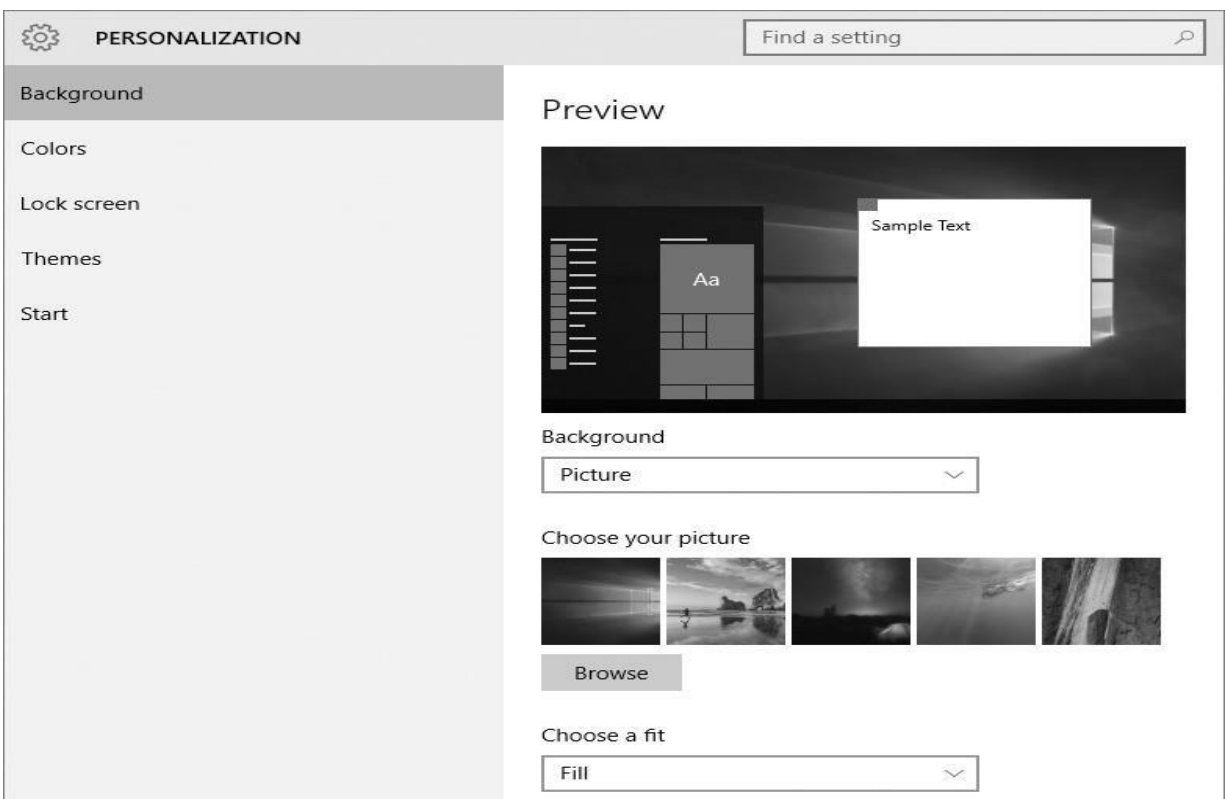
Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Lesson 10: Set the desktop background and system colors

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Background**.
3. In the **Background** pane, click **Picture** in the **Background** list.
4. In the **Choose your picture** area, do one of the following:
 - Click a thumbnail to select a Windows 10 image or a previously selected picture.
 - Click the **Browse** button. In the **Open** dialog box, browse to and click the image you want to use. Then click the **Choose picture** button.





SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

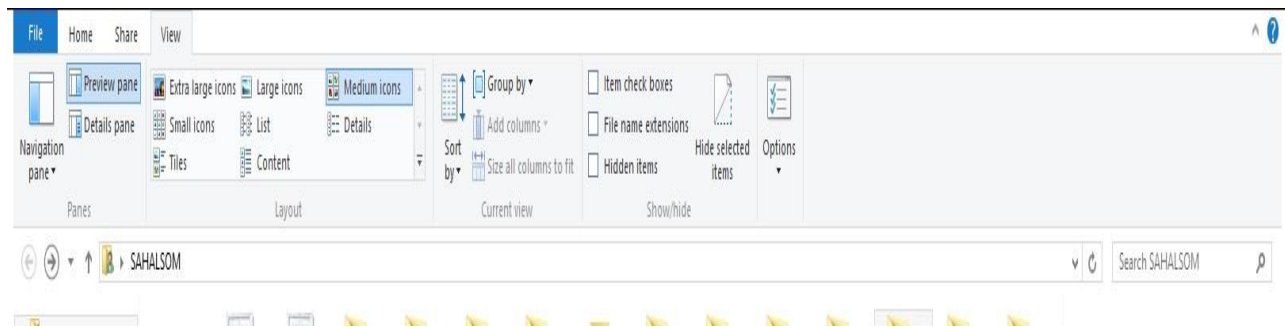
Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Lesson 11: Managing Your Files and Folders To

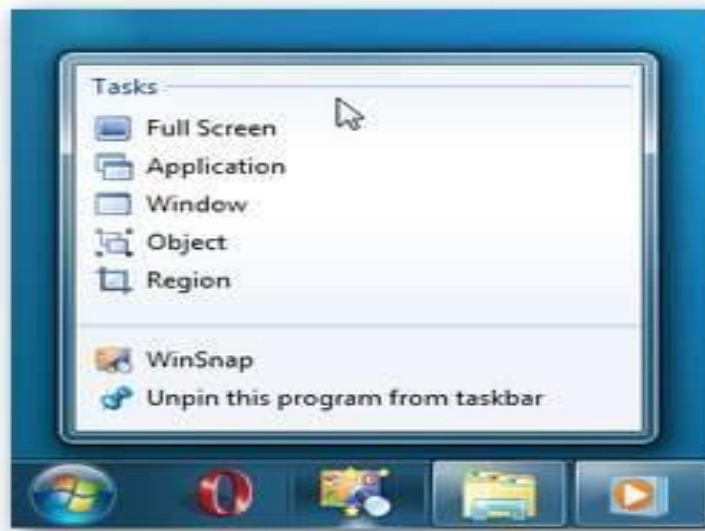
Change the Content View:



- Click File Explorer in the Taskbar or double click any folder in the desktop - Select the Location you want.
- Select the View tab and then choose your preference from the Layout group.

To access jump Lists :

Right click an app icon on the Taskbar to open jump list like this :





SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Lesson 12 : Personalizing of the Lock Screen & Screen Saver

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Lock Screen** .
3. In the **Background** pane, click **Picture** .
4. In the **Choose your picture** area, do one of the following:
 - Click a thumbnail to select a Windows 10 image or a previously selected picture.
 - Click the **Browse** button. In the **Open** dialog box, browse to and click the image you want to use. Then click the **Choose picture** button.
5. At the bottom Click Screen Saver Settings then modify the screen saver .

Lesson 13: Change behavior of the Mouse.

Path

Right click Desktop/Personalize/Choose Themes/Click mouse pointer settings/Change pointer & Buttons e.t.c

- ✓ Buttons
- ✓ Pointers
- ✓ Pointer option



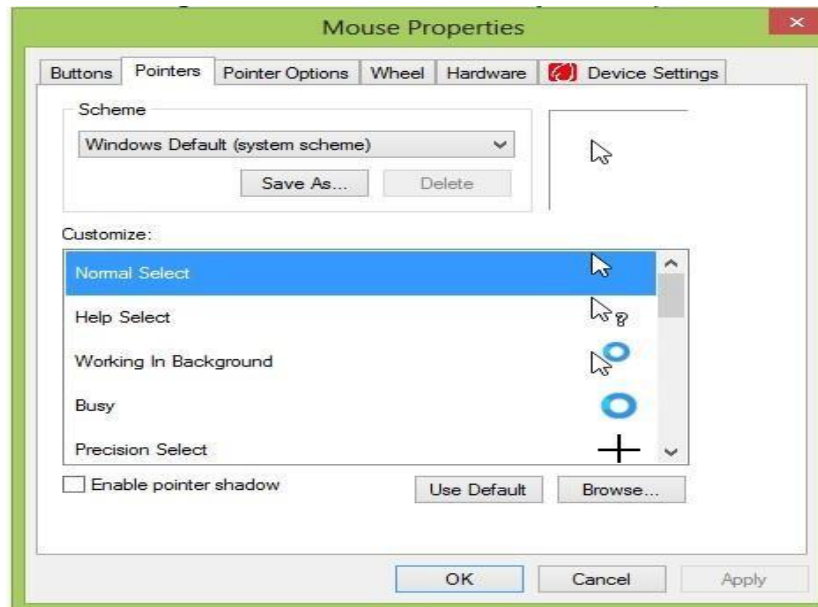
SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10



Desktop icon settings

Path :

Right click Desktop/Personalize/Choose Themes/Click Desktop icon settings then show or hide desktop icons .

Lesson 14: To Add a New User (with a Local Account):

1. On the **Accounts** page of the **Settings** window, click **Family & other users**.
2. In the **Other users** section of the pane, click **Add someone else to this PC** to start the wizard. Enter Name click Next



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Lesson 15: Change Account Type

Choose a new account type for User



User

Local Account

Password protected

Standard

Standard accounts can use most software and change system settings that don't affect other users or the security of this PC.

Administrator

Administrators have complete control over the PC. They can change any settings and access all of the files and programs stored on the PC.

[Why is a standard account recommended?](#)

Change Account Type

Cancel

To Change the Account Type:

- Go to the **Control Panel**
- **Click Change account type**
- Select the desired **user account**.
- **Click Change account type**
- Choose Administrator or Standard What you want then
- Select Change Account Type



Or Click Star Menu/Settings / Accounts / Family and other users /Select the Account /Click Change account type /Administrator or Standard User



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

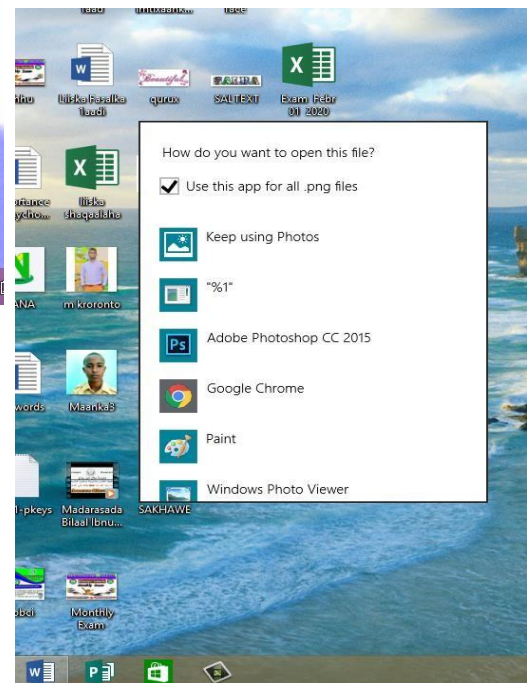
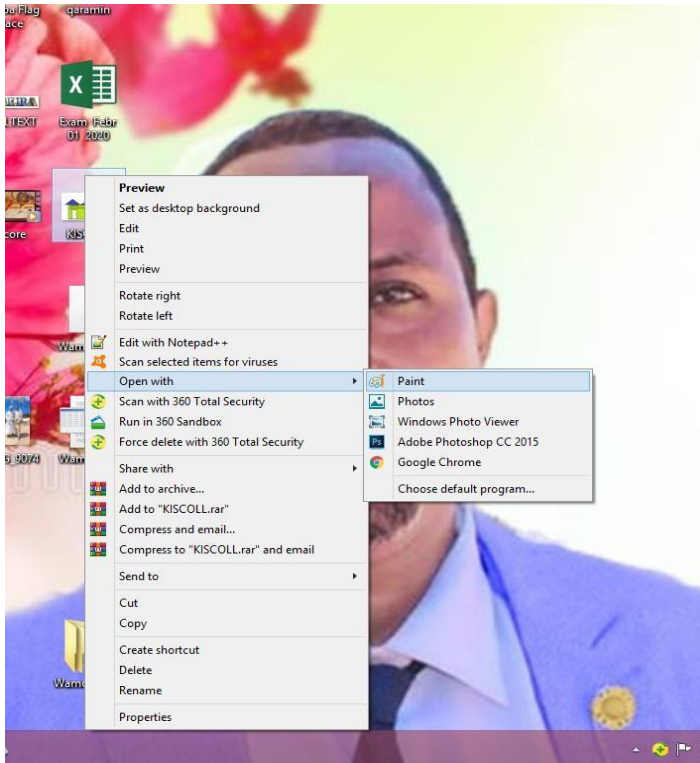
Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Lesson 16: Opening Your Files with Different Apps

To Open a File in the Default App



To Change the Default App:

Right click on the file / Click Open with /
Change the default or open with other file type.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

Lesson 17: Change Date and Time

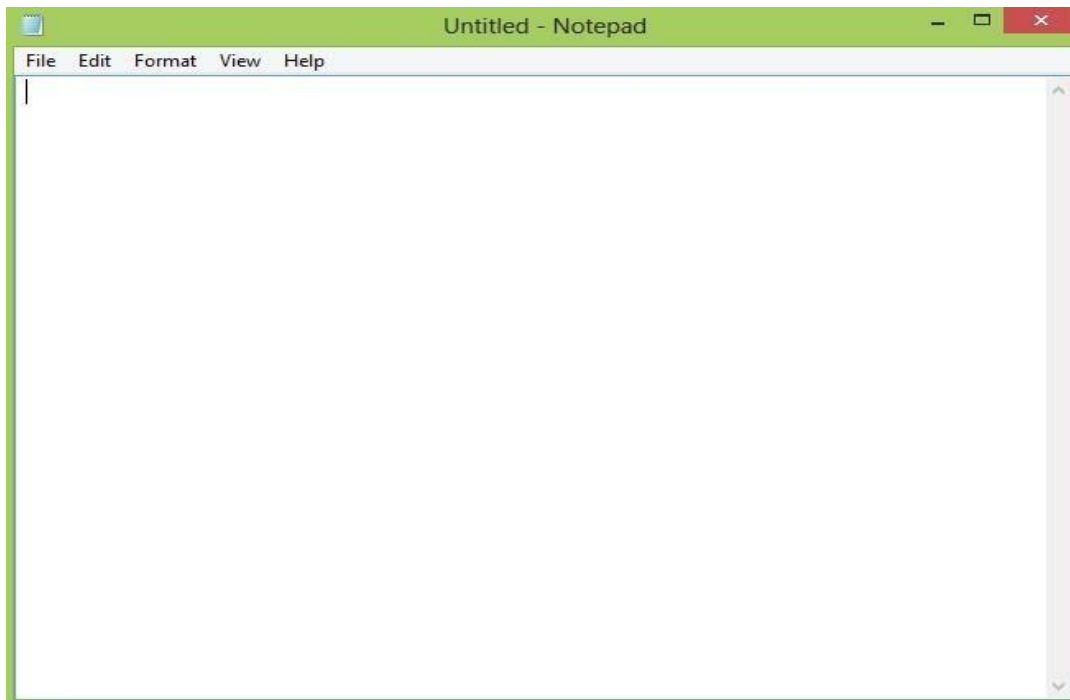
Click the start menu /Settings /Time & Language/ make off set time automatically / click on Change date and time / then change date and time / Click Change .

To add additional formats , click Change date and time formats

Lesson 18: Notepad

- Start menu /type Notepad and write your note .

-





SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

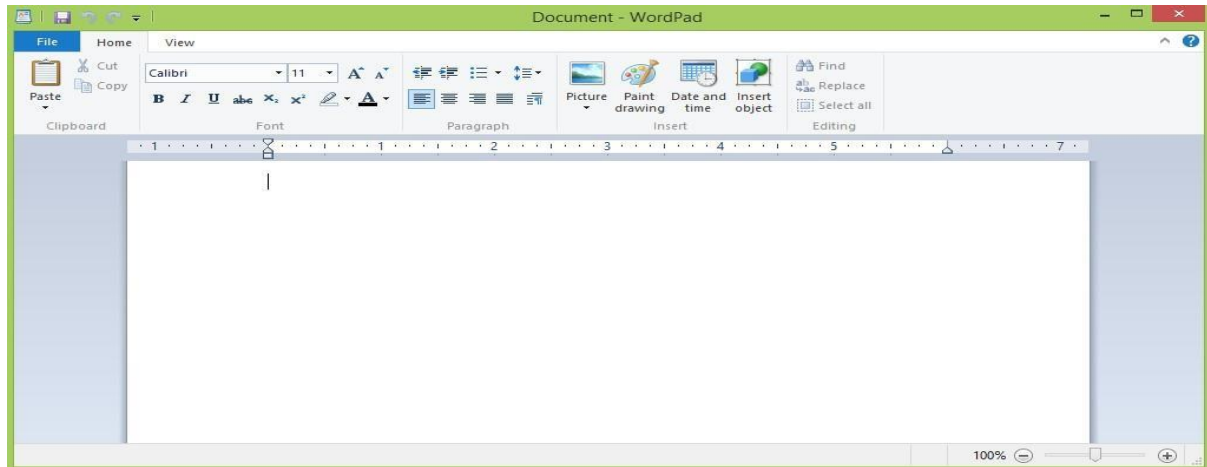
Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10

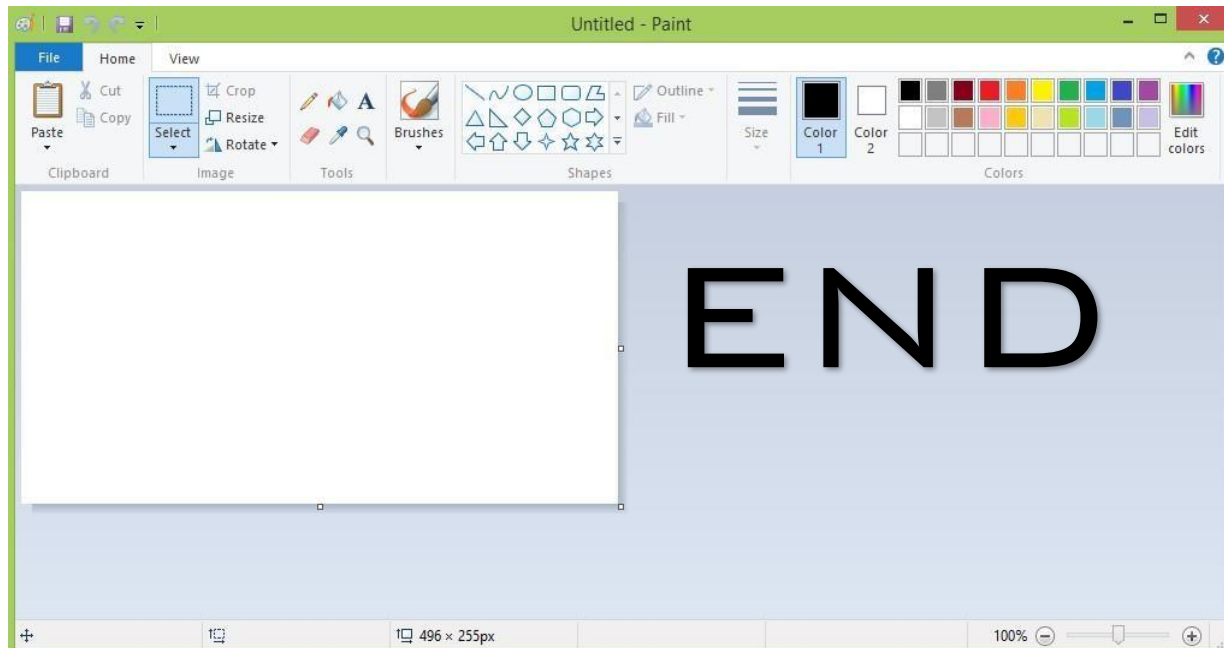
Lesson 19: WordPad

- Start menu /type WordPad



Lesson 20: Paint

- Start menu /type Paint and Draw your own picture .





SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Windows 10