University of Duhok

College of Science

Department of Computer Science

Computer Skills

Windows

Lecturer

Sarwar M. Ali
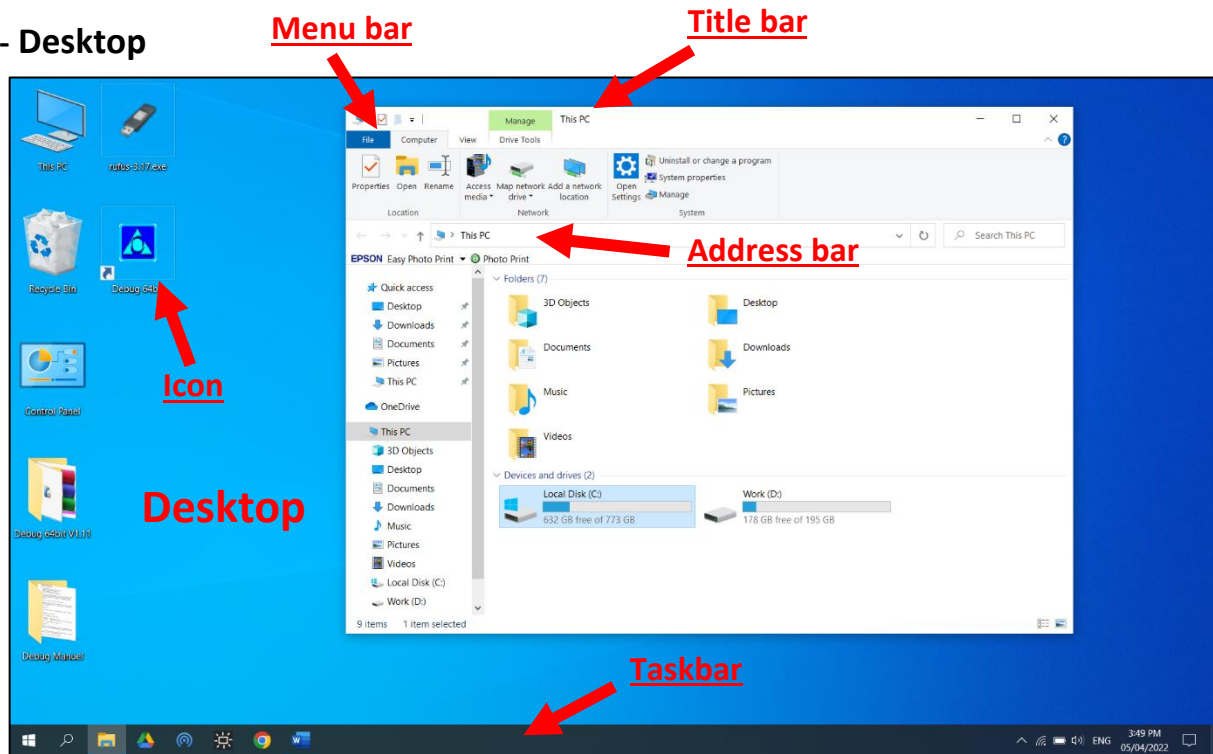
2021-2022

Contents

Windows

Menu bar
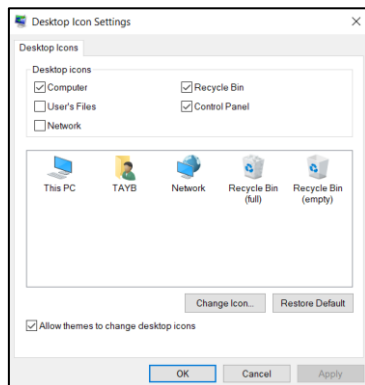
Title bar

- **Desktop**

Address bar

Icon

Desktop

Taskbar

- How to add/remove (This Pc, Recycle Bin, Control panel) icons on desktop.

1. go to start > setting > Personalization > Themes:
   on the right hand click on Desktop icon settings under Related settings


2. Check the icon which you want to add it to the desktop then press **OK**.

- How to send applications' shortcut to desktop?

1. Go to start then search for the application you want to send it to desktop.
2. Right click on the application > open file location > Right click on the application > send to > Desktop (create shortcut).

2

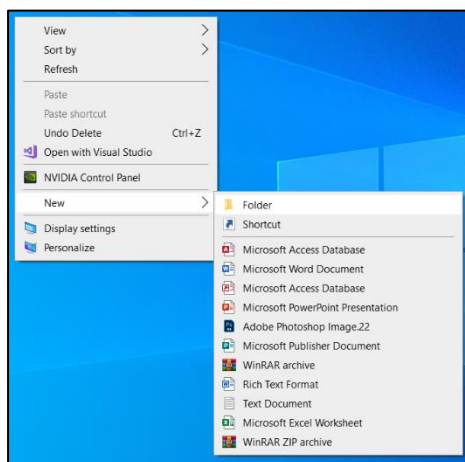## - How to pin applications to the (Taskbar or Start)

1. Go to start then search for the application you want to pin it to (Taskbar or Start)

2. Right click on the application > click on (pin to Taskbar or Start).
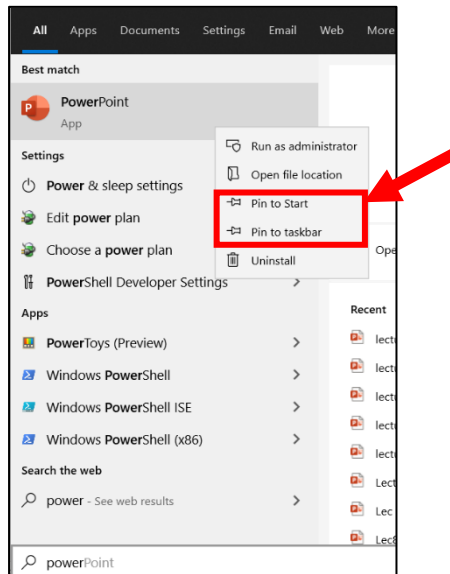
- How to create a folder?

1. Right click > New > Folder or (Ctrl + Shift + N).

- How to display system Information?

1. Right click on (This PC) > Properties. (General Information)

3

2. Open Run dialogue (Windows + R) > Type (msinfo32) > OK. (Detailed Information)
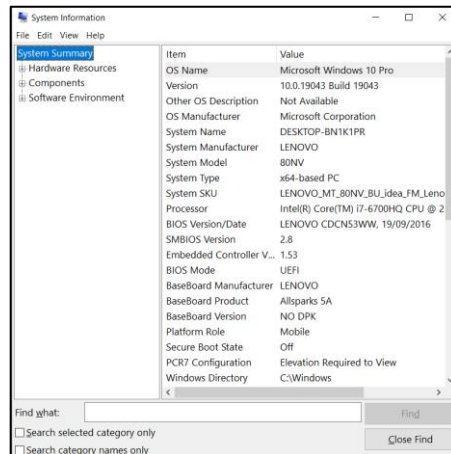
- Personalization

    - How to open (Personalization)?

- Go to start > Open settings > Personalization.

    - What we covered in the lecture:

- Background.

- Colors.

- Lock screen.

- Theme.

- Taskbar.
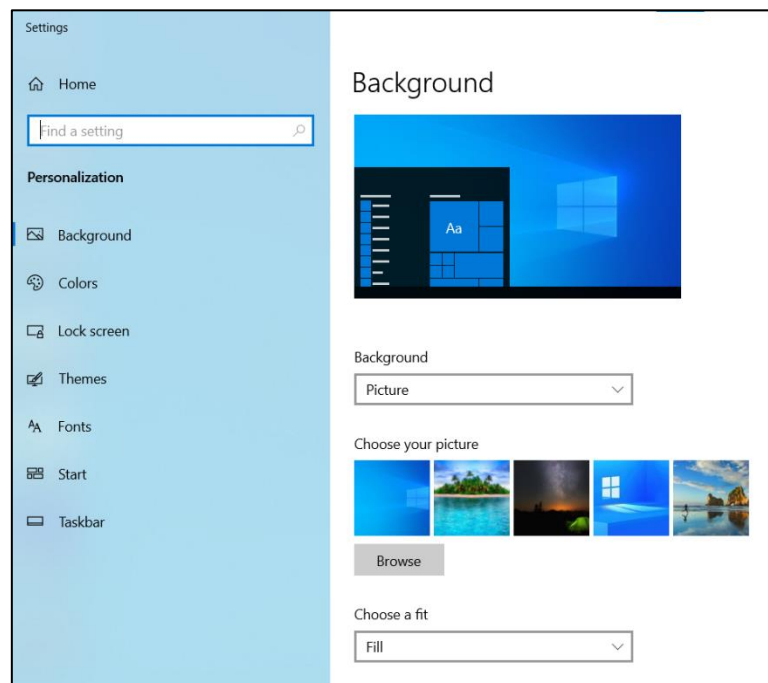
- Go to start open settings > Time & Language

  o Date & time (how to change date and time)
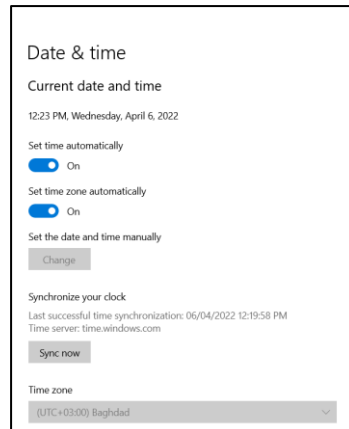
  o Language (how to add or remove a language)

- Mouse

- Open settings > Ease of Access > open (Cursor pointer) from the left side.

Mouse pointer

Make mouse pointer and touch feedback easier to see.

Change pointer size and color

Change pointer size

Change pointer color

- Click on (additional mouse settings) under related settings to see the following mouse properties.

Mouse

Select your primary button

Left

Cursor speed

Roll the mouse wheel to scroll

Multiple lines at a time

Choose how many lines to scroll each time

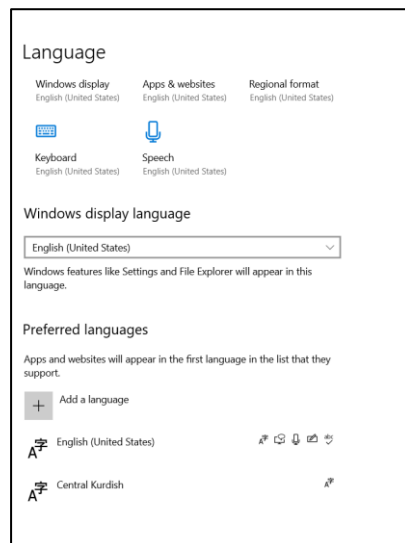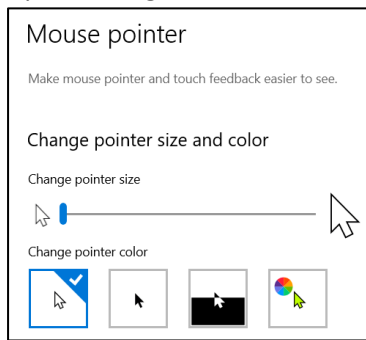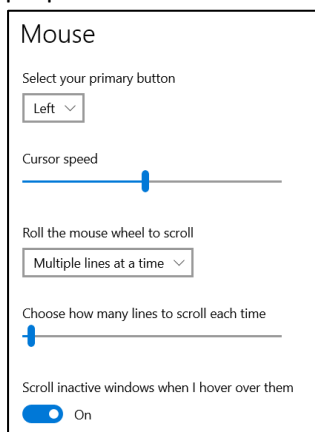Scroll inactive windows when I hover over them

On

- Click on (additional mouse options) to see mouse properties in Control panel.

Mouse Properties

Buttons | Pointers | Pointer Options | Wheel | Hardware | Device Settings

Button configuration

Devices: Other Pointing Devices

Right-handed   Left-handed

Left
- Primary Click (Normal Select,
Normal Drag)

Right
- Secondary Click (Context
Menu, Special Drag)

Double Click Speed

Double-click the folder to test your setting. If the folder does not open or close, try using a slower setting.

Slow   Fast

ClickLock

Turn on ClickLock   Settings...

Enables you to highlight or drag without holding down the mouse button. To set, briefly press the mouse button. To release, click the mouse button again.

OK   Cancel   Apply

Mouse Properties

Buttons | Pointers | Pointer Options | Wheel | Hardware | Device Settings

Scheme

(None)

Save As...   Delete

Customize:

Normal Select

Help Select

Working In Background

Busy

Precision Select

Text Select

Enable pointer shadow   Use Default   Browse...

OK   Cancel   Apply

Mouse Properties

Buttons | Pointers | Pointer Options | Wheel | Hardware | Device Settings

Motion

Select a pointer speed:

Slow   Fast

Enhance pointer precision

Snap To

Automatically move pointer to the default button in a dialog box

Visibility

Display pointer trails

Short   Long

Hide pointer while typing

Show location of pointer when I press the CTRL key

OK   Cancel   Apply

Mouse Properties

Buttons | Pointers | Pointer Options | Wheel | Hardware | Device Settings

Vertical Scrolling

Roll the wheel one notch to scroll:

The following number of lines at a time:

3

One screen at a time

Horizontal Scrolling

Tilt the wheel to scroll the following number of characters at a time:

3

OK   Cancel   Apply

6