



Use a Windows PC

Session: Use a Windows PC

Switching on a Computer

To start a computer you need to 'Push the ON button'.

When you push the power switch, it tells the computer to turn on the power.

When the power is turned on, the computer loads a simple program from a chip inside the computer called the BIOS.

Then, it tells the computer how to find Windows that is stored on the hard drives.

Booting is the process of starting a computer. Once you switch on your computer, your computer will boot into the BIOS, that is, Basic Input Output System part. This is the part of the boot process that tells your computer what it should do.

The boot device is the device from which the operating system is loaded.

A modern PC's UEFI or BIOS firmware supports booting from various devices such as:

- A local solid state drive or hard disk drive via the GPT
- Master Boot Record (MBR) on such a drive or disk
- An optical disc drive using El Torito
- A USB mass storage device
- A network interface card using PXE

Steps for Booting up of a computer using harddisk

- Connect external hard disk to a computer
- Restart windows
- Press Del button until you enter into BIOS settings screen
- Find the Boot tab
- Find your external hard drive name and select it
- Save your changes and exit the BIOS

Steps for booting up of a computer using USB drive and CD drive are almost the same.

To start with:

- Connect a bootable USB or CD drive to your computer
- Open the settings app and select update and security
- Select recovery and select restart now from advanced startup section
- Now your system will restart and open a new window “Choose an option”
- Now select “use a device”

- Now you can see all the bootable devices connected to your system.
- Select your USB device or CD drive

Booting up of a computer using software

- Use a USB pen drive which is empty and has a minimum of 8GB free space.
- Type the list of commands to make the pendrive bootable for installing of an operating system.
- After the process is done enter into BIOS Setup by pressing F2 or DEL keys during the POST.
- In the Boot menu select the USB option to start the booting.

Shutting down a computer

Shutting down a computer closes all the programs that are open and exits the operating system safely so hardware isn't damaged and your operating system isn't corrupted.

To shut down, you can use any of the following methods:

- Go to Start menu, click Power, and then click Shut down.
- Press Ctrl+Alt+Del and click the power button in the bottom-right corner of the screen.

From the Windows desktop, press Alt+F4 to get the Shut Down Windows screen and from the list select Shut down option and click on OK Button.

Navigate on a Computer deploying Windows 10

The various features of Windows OS are:

- **Start Menu**
- Cortana on Desktop
- Xbox App
- Project Spartan Browser
- Improved Multitasking
- Universal Apps
- Office Apps Get Touch Support
- Continuum
- Action
- Center
- Unified Settings/ Control Panel

Comparison of features of Windows 10 with Windows 8.1, 8 & 7

Project Spartan, the new browser, comes with many new features. It includes PDF support, a reading mode that improves the layout of long articles, and a new note taking feature.

It lets you scribble on any page and share your comments with your friends through social networks via a slide-in menu so you won't have to leave the browser. Project Spartan features Cortana support within the browser.

Improved Multitasking

- The new Multiple Desktop feature lets you run another set of windows as if on another screen, but without the physical monitor.
- It helps you manage your multitude of open windows and apps. You can avoid having multiple windows open on top of each other.
- The new Task View button on the taskbar gives a one-page view of all your open apps and files.
- The Snap View multitasking feature lets you dock windows to the four corners of your screen.

Universal Apps

Universal Apps enable you to make the transition across devices more seamless, adapting to the device in your hand.

The content is stored and synced via Microsoft's cloud service OneDrive so you can pick up where you left off on another device.

The app will pull your images across your PC and mobile devices and organize, enhance and sync them through OneDrive. The system even detects duplicates and stores just one copy of the same image.

Office Apps Get Touch Support

A new version of Office apps Word, Excel, PowerPoint and Outlook provides a touch-first interface across phones, tablets and PCs.

The apps will look and perform the same way on a PC as they do on a mobile device for a more coherent experience.

Continuum

- Microsoft makes it easier to switch between laptop-tablet mode.
- When you switch over from one mode to another, interactive messages appear to confirm the switching over.

Action Center

- Windows 10 provides a new way to look at all your notifications in one place.
- The Action Center also offers a quick way to toggle connectivity options and other settings such
- as display brightness and contrast.

Unified Settings or Control Panel

- Device Settings in Control Panel and PC settings, both are under Control Panel.
 - You can manage your devices from one place.
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Keyboard shortcuts for navigating on a Windows 10 PC

Windows Key + S	Open the Windows Search
Windows Key + C	Open Cortana
Windows Key + Tab	Open Task View
Windows Key + D	Show or Hide the Desktop
Windows Key + L	Lock your Account
Windows Key + A	Open the Action Center sidebar
Windows Key + I	Open the Settings Window
Windows Key + E	Open the File Explorer Window

A List of some more shortcut keys and their corresponding action

1. Windows Key: Open the Start menu
2. Windows Key plus S: Open the Windows Search
3. Windows Key plus C: Open Cortana
4. Windows Key plus Tab: Open Task View
5. Windows Key plus D: Show or Hide the Desktop
6. Windows Key plus L: Lock your account
7. Windows Key plus A: Open the Action Center sidebar
8. Windows Key plus I: open the Settings window
9. Windows Key plus E: Open the File Explorer window
10. Windows Key plus PrintScreen: Takes a screenshot of your whole display and stores in Pictures Screenshots folder

Recap:

- When the power is turned on, the computer loads a simple program from a chip inside the computer called the BIOS. Then, it tells the computer how to find Windows that is stored on the hard drives.
- **Booting** is the process of starting a computer. Boot failure can happen when there is an issue with the power connection, or issue with the loading of operating system. There can be other reasons also.
- The boot device is the device from which the operating system is loaded.
- Shutting down a computer closes all the programs that are open and exits the operating system safely.
- Windows 10 has lot of new features. Universal Apps enable you to make the transition across devices more seamless, adapting to the device in your hand.
- File Explorer is the file management application used by Windows operating systems to browse folders and files.
- Windows 10 provides a new way to look at all your notifications in one place.
- Windows Snapping is a shortcut to quickly snap windows to the sides or corners perfectly.