PC Tips & Tricks

1. Mouse
    a. Left clicking
        i. The left click is used to select and activate different elements of your computer screen.
            1. Clicking a link by **single clicking**
            2. Opening a program by **double clicking**
            3. **Clicking and dragging** to select multiple icons and pieces of text.

    b. The importance of right clicking
        i. Right clicking opens a **contextual window**.
        ii. What this means is that a different window with different options will open up depending on where it is that you click.
        iii. These are **secondary** ways to interact with a particular program, icon, button, or anything else that you might see on your computer screen.
        iv. For example, right clicking on your browser button allows you to open "**incognito mode**."
            1. This is great if you want to keep a particular session on the internet private. Your browsing history, passwords, and anything else that is typically saved during your use will be cleared out as soon as you close out of the web page.
                a. You might want to do this when you're on a **public** or **shared computer**.
    c. **Scroll Wheel**
        i. The scroll wheel can be used to scroll up and down a page.
        ii. **Ctrl + Scroll** will allow you to zoom in with certain applications, such as a word document or a web page.
        iii. **Click the scroll button** to open links in **new tabs** and to enable **auto scroll.**

2. Keyboard
    a. Copy - Ctrl + C
    b. Paste - Ctrl + V
    c. Cut - Ctrl + X
    d. Undo - Ctrl + Z
    e. Redo - Ctrl + Y
    f. Print - Ctrl + P
    g. Save - Ctrl + S
    h. Find - Ctrl + F
    i. Alt + Tab
        i. Cycle between open windows
    j. Ctrl + Alt + Arrow Key

     i. Change the angle that the window is displayed
  k. Ctrl + Alt + Del
     i. Control, Alt, Delete
     ii. A command to interrupt any other process and give you the option of shutting down the computer and opening the task manager
        1. Task Manager
          a. The Task manager is a window that shows you all of the open programs and processes on your computer.
          b. You can end them individually if a program is not responding properly so that you may reopen and try it again.

3. Desktop
  a. The desktop is the main screen of your computer.
  b. Every icon on your desktop represents a different application, file, or folder that is stored on your computer.
  c. It's a good idea to keep your desktop somewhat **organized** so that it's easier to navigate. It's good to store shortcuts and icons that you use frequently so that you have a convenient place to locate them.
  d. Using the click and drag method that we talked about earlier, you can **move the icons** around the desktop to place them where you'd like them best.
  e. **Right clicking** an icon allows us to do a number of different things with them.
     i. **Renaming, deleting, copying**.
  f. Anything that we delete goes into the **Recycling Bin** that is also located on the desktop. Whether you drag an icon into the bin, right click and delete, or select and press the delete key, they all end up in here.
     i. The recycling bin doesn't automatically permanently delete something, though. It's more of a **temporary storage** unit for things that you know you'd like to delete at some point. This gives you a second chance to review and make sure that you want something to be permanently deleted.
     ii. When you're sure that you want to delete the objects in the reycling bin, you can right click the bin and select "**Empty Recycle Bin**" to permanently delete everything inside.

4. Taskbar
  a. Beneath the desktop is what we call the **taskbar**. This is a bar that runs along the bottom of your screen. It contains a number of useful tools.
     i. Different **applications can be pinned** to the taskbar to make them easily accessible, much like placing them on the desktop. The difference between these placements, though, is that the taskbar can be seen while you're in most programs, allowing you to access something with even greater ease.

ii. While you have a program open, you can **right click the icon** on the taskbar to **pin it** there.

iii. Right clicking the icon also gives you other options unique to that program, such as opening Google Chrome in incognito mode for private browsing or **closing all open windows** of a particular program at one time.

iv. To the left side of the clock on the taskbar, you'll find the **system tray**. This displays icons of all the different programs you have running, even the ones **working in the background**, such as virus protection.

1. A good one to take note of is the **volume mixer**, represented by the speaker icon. By clicking this icon, we can open the volume mixer and adjust the volume coming out of the computer speakers.

   a. We can either adjust the volume for **all programs** at once or adjust them **individually** to mix the volume for your particular needs.

v. All the way in the bottom right is this **skinny little bar**. Clicking that will **minimize** all your windows and show you the desktop. This is a good way to hide a large number of windows quickly so that you can open them when you want them, rather than leaving them all displayed at once.

5. Start Menu
   a. The start menu navigates you to a number of different options and locations on your computer.
   b. Programs
      i. Right away, you can see a **list of applications**. This list shows all of the different programs you have installed on your computer so that you can easily find and open them. Right clicking them even allows you to send shortcuts to your desktop or taskbar.

      1. Let's open the **calculator** program for fun.
         a. At first glance, it looks like a pretty standard calculator. But if we open the options menu, you can see that this calculator offers a number of **different capabilities**.
            i. It allows you to do conversions of **different speeds, temperatures, volumes**, and so much more.

      2. Sticky Notes
         a. Sticky notes is an easy way to take **quick notes** and leave them on your **desktop** for a reminder.

      3. Magnifier
         a. If we search for **magnifier** in the search bar of the Start Menu, we can open the magnifier tool.

        i.   This allows you to **zoom in** to get a better look at small text or pictures that you may want to study the details of.

        ii.   If we go into the settings option, we can select "**Turn on Color Inversion.**" This inverts the colors, making dark colors lighter and vice versa. If you're on the computer late at night with the lights off and you want to avoid eye strain, this is a good option so that you can read long pieces of text with a **black background and white text**.

c. My Computer/This PC

    i.   The "My Computer" window opens in what is called the "**File explorer**" or "**windows explorer.**" This is the program that Windows uses to **display the folders** stored on your computer's hard drive.

    ii.   On the **left window pane**, we can **navigate** to a number of different folders and locations on our computer.

    iii.   On the "**My Computer**" window, we can see the different hard drives that are connected to the computer. This is where you would see your **flash drive** if you were to plug it into the PC. By double clicking on the icon, we can enter the flash drive and manage the files stored on it.

    iv.   It's possible to have **multiple file explorer windows** open at once. By **right clicking a folder**, we can select "**open in new window.**" This way, we could drag the files from one folder into another open folder with great ease. Or, copy and paste.

    v.   Let's open a new folder.

    vi.   By clicking the "**view**" tab on the top of the file explorer, we come across a few different tools.

        1.   Change the **size** of icons

        2.   Hide files, display **hidden files**

        3.   You can also access these options by **right clicking the empty space** of the folder's background.

d. Search bar

    i.   This allows you to search for any programs and files on your computer so that you can avoid having to manually navigate there yourself.

        1.   Let's search for the control panel.

6. Control Panel

a. The control panel is a folder of your computer that allows you to change all sorts of settings for different aspects of your PC.

b. Programs

    i.   This is where you can look at a list of the programs installed on your computer and actually uninstall them and all of their components.

      c. Hardware and Sound
           i. Power Options
                1. This allows us to change things like our **screen brightness** and how long it takes for the computer to go into **sleep mode** without any activity.
      d. Appearance and Personalization
           i. Change desktop **wallpaper**.
           ii. Change the **Taskbar color**.
          iii. Change your **screen saver**.

7. Internet: **Chrome**
      a. You do **not** have to type "**www**" in order to go to a website.
           i. You can type skokielibrary.info instead of www.skokielibrary.info
      b. Tabs
           i. Create a **new tab** by right clicking the tab bar and selecting "new tab."
                1. Or press **Ctrl + T**
           ii. **Reopen a closed tab** by right clicking the tab bar and selecting "reopen closed tab."
                1. Or press **Ctrl + Shift + T**
          iii. Pin a tab to prevent it from accidentally being closed.
                1. Right click the tab and select "pin tab."
      c. Bookmarks
           i. Click the star to bookmark a page.
                1. You will be prompted to name the page and select a folder to save it in.
           ii. Go into settings and click "show bookmarks bar."
                1. This allows you to create a list of bookmarks on your web page that allows you to easily open your favorite websites.
      d. Home Page
           i. Go into settings.
           ii. "On Startup" select "Open a specific page" to set what your browser opens when you start it.
      e. Saving Pictures
           i. TBD