

# Microsoft Windows Operating System

*Dr. Matinee Kiewkanya*

*2013 Revision by Dr. Jakarin Chawachat*

*2017 Revision by Assoc. Prof. Dr. Ekkarat Bunchiang*

*Adapted for English Section by Kittipitch Kuptavanich*

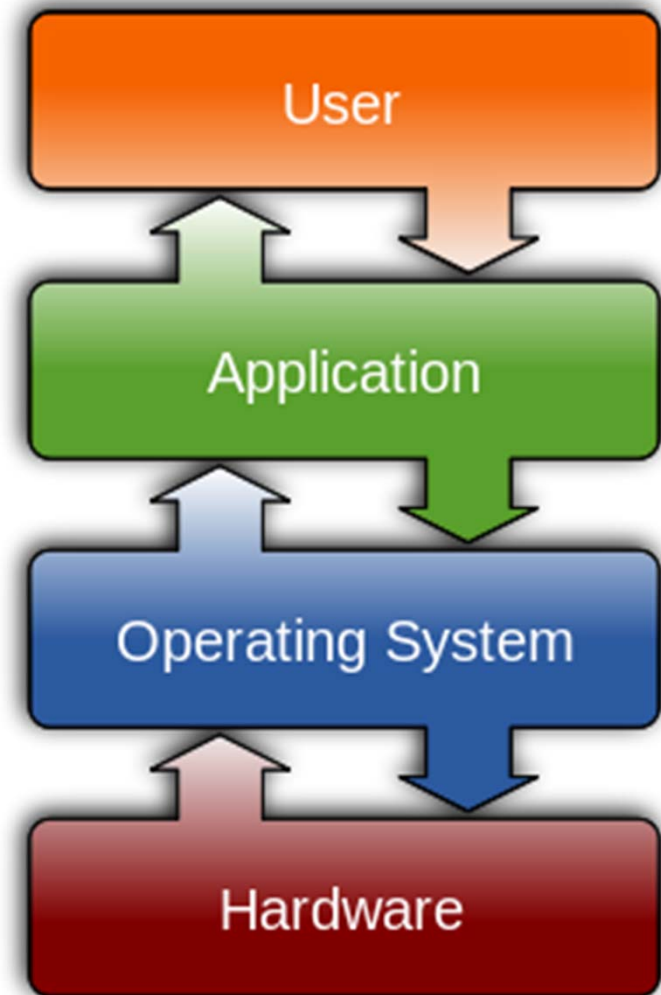
*and Dr. Prakarn Unachak*

# Outline

- ▶ ***Operating Systems***
- ▶ ***Microsoft Windows***
- ▶ ***Using Windows 10***

# Operating system

- ▶ *An operating system (OS) is a collection of software that manages computer hardware resources and provides common services for computer programs.*
- ▶ *Examples of popular modern OS's: Android, iOS, Linux, OS*



# Microsoft Windows

- ▶ *Microsoft Windows is a series of graphical interface operating systems developed, marketed, and sold by Microsoft.*
- ▶ *Over 90% market share*
  - *(for desktop & laptop)*

 Windows 10



8 (2012)



7 (2009)



Vista (2006)



XP (2001)



95 (1995)



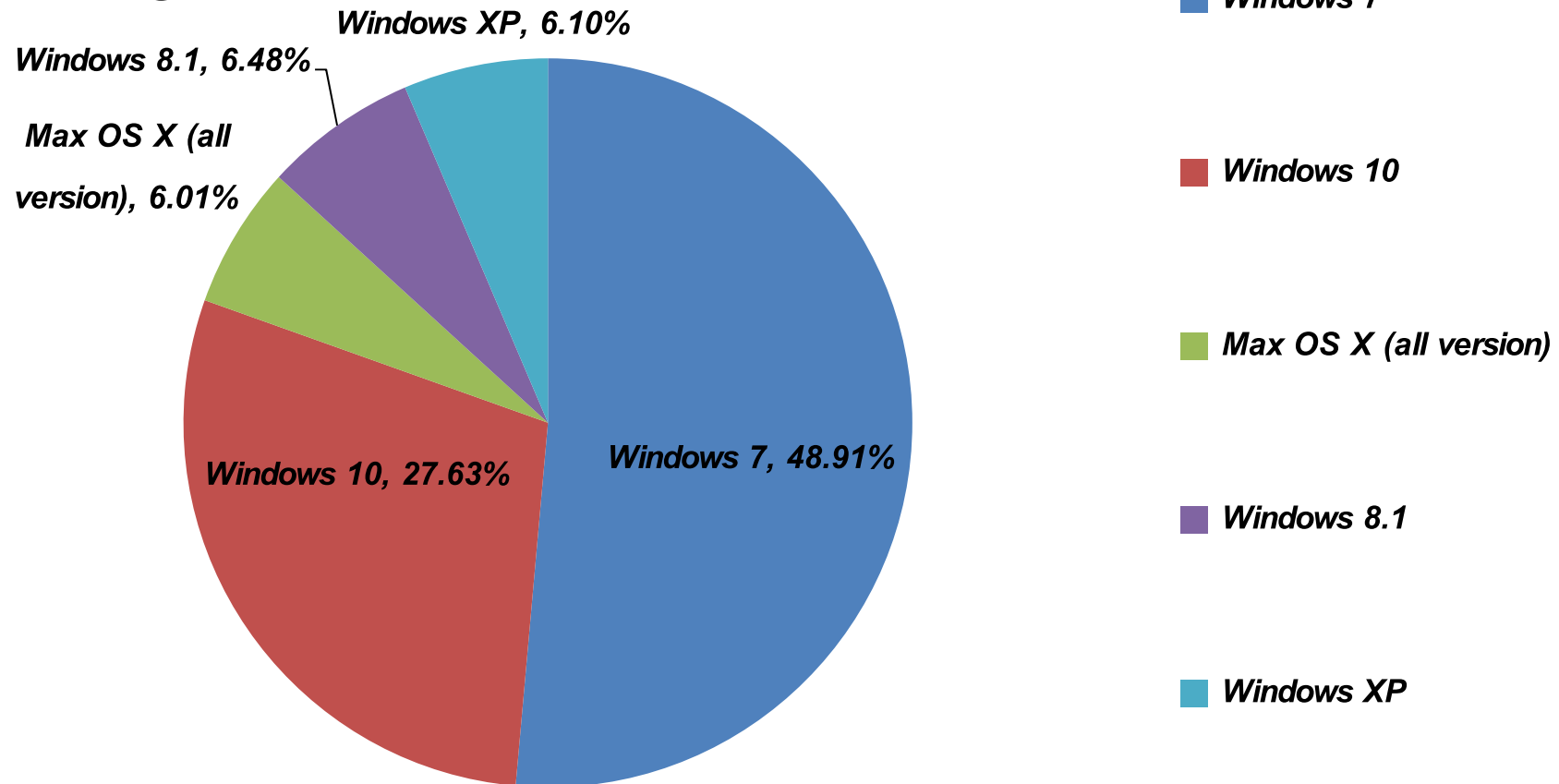
3.1 (1992)



1.0 (1985)

# Microsoft Windows: Market Share (July 2017)

## ► PC

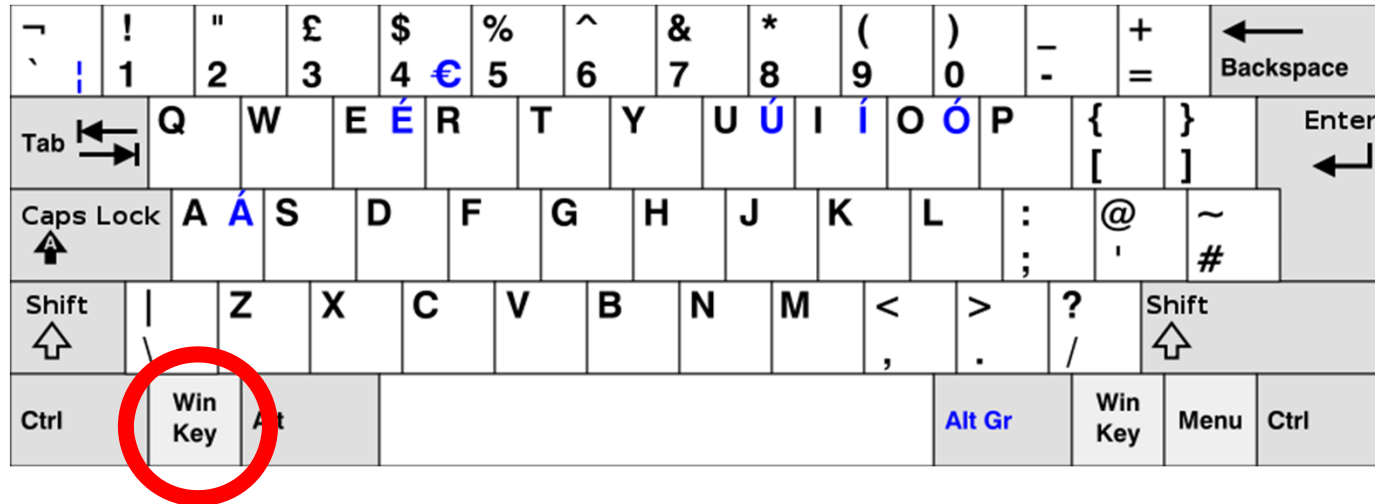


Source: <https://www.netmarketshare.com>

# Using Microsoft Windows

## » • *Windows 10*

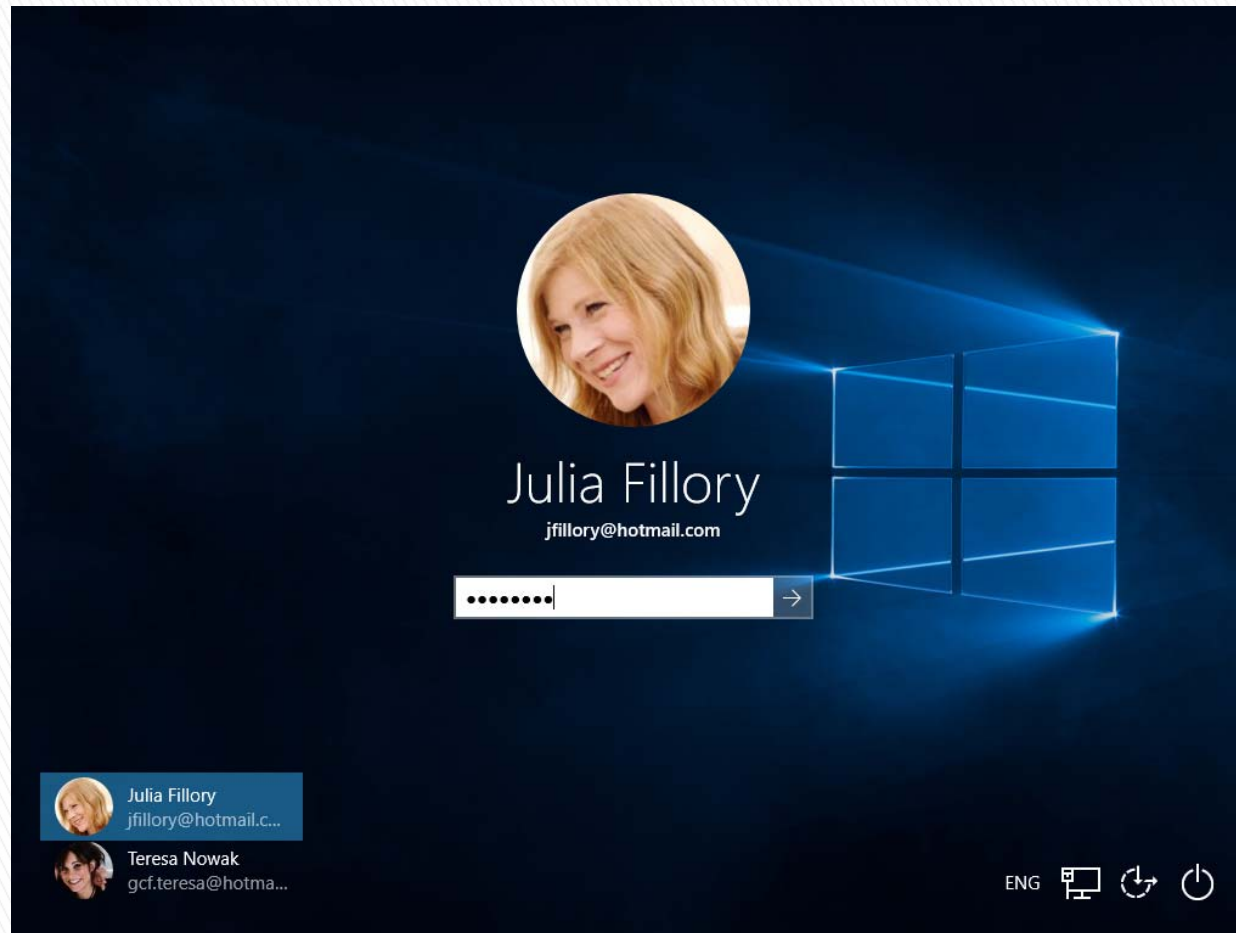
# Windows Key



- ▶ *In Windows 10 (or even earlier version), you can use Windows key (WINS) for many shortcuts.*
- ▶ *Usually located at the lower (left) corner of your keyboard.*
- ▶ *List of Keyboard Shortcuts:*
  - *<https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts>*



# Signing In

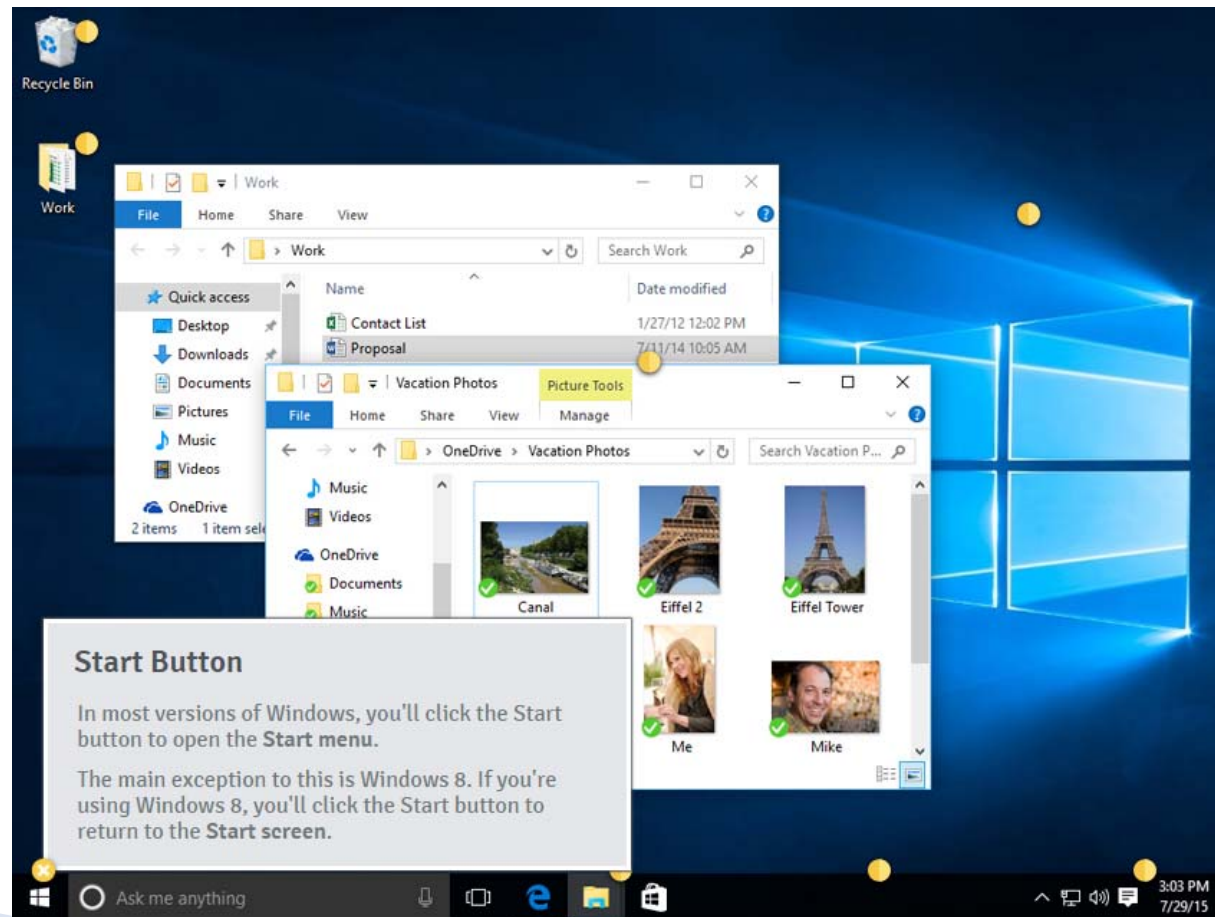


- ▶ ***You may need to sign in before you can use Windows 10***
  - ***You may also need to select an account and enter password.***



# Windows Desktop

- *Once you signed in, you'll taken to the Desktop.*





# Taskbar

## ▶ **Start Button**

- *Click on it to open the Start Menu.*

## ▶ **Taskbar**

- *Contains multiple shortcuts “pinned” to taskbar, for quick access.*

## ▶ **Date & Time Setting and Icons**

- *You can set up the times here*
- *Icons show some settings & applications that are currently running*

# On Desktop

## ▶ *Desktop Background/Wallpaper*

## ▶ *Shortcuts*

- *This PC will bring you to your PC's file system*
- *Recycle Bin contains files and folders you have (temporarily) deleted*
- *You can also add other shortcuts for folder/application by dragging-and dropping*

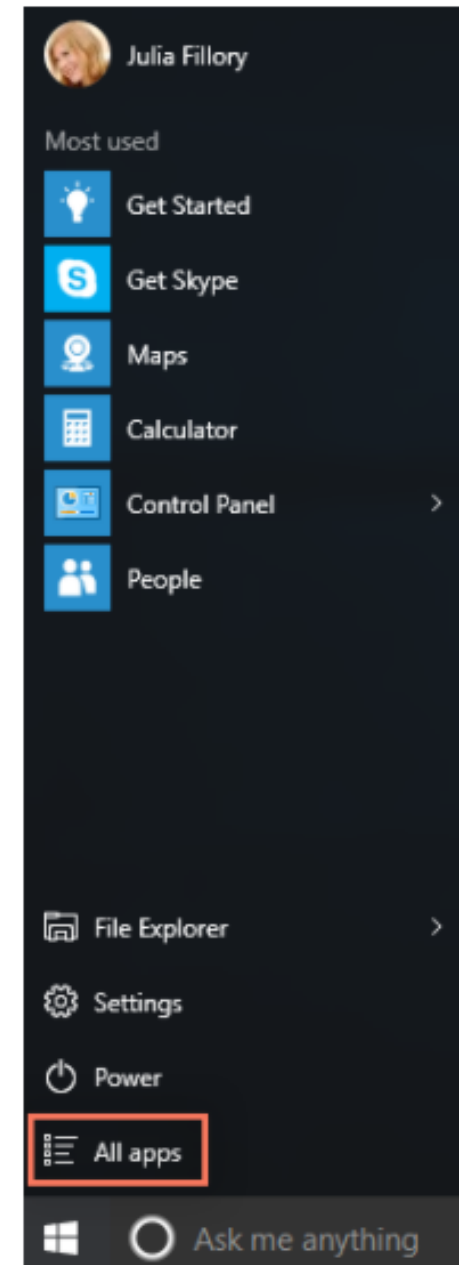


# Start Menu

*Enter this by clicking on the Start Button*



- ▶ **File Explorer**
  - *Show files and folders on this PC*
- ▶ **Searching for applications and files by clicking on Start Button and type the keyword(s)**
- ▶ **Settings**
  - *For making changes to the Windows on this PC (same as Control Panel)*
- ▶ **Power**
  - *Sign out, restart or shutdown*



# Working with Windows: The Basics

## ▶ *Selecting multiple files or folders*

- *Contiguous objects: **left-click** the first object, then **Shift+left-click** the last object, or mouse-drag a box over the objects*
- *Non-contiguous objects: **left-click** the first object, then **Ctrl+left-click** the next object, and so on*

## ▶ *Copy-Cut-Paste*

- ***Right-click** the files/folders you want to **copy/cut**, then select **Copy/Cut**, or use **Ctrl+C** / **Ctrl+X***
- *At destination, **right-click** select **Paste**, or use **Ctrl+V***

# Working with Windows: Snap

## ▶ *Snap*

- *You can put the window to fill one half of your screen.*
- *Click and drag the window to the either left or right edge of the screen*
- *Or use **WINS** + ← or **WINS** + →*



# Working with Windows: Viewing and Selecting Windows

## ▶ *Flip (Alt + Tab)*

- *Will show all running windows in one box*
- *Holding Alt, then click or tab to the windows you want to come into focus*

## ▶ *Task View (WINS + Tab)*



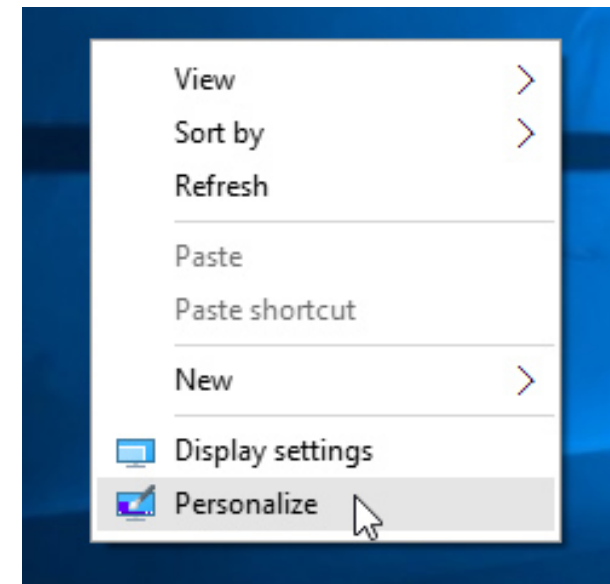
- *Similar to Flip, except no need to hold a key while selecting a window.*

## ▶ *Show Desktop (WINS + D)*

# Personalize Your Desktop

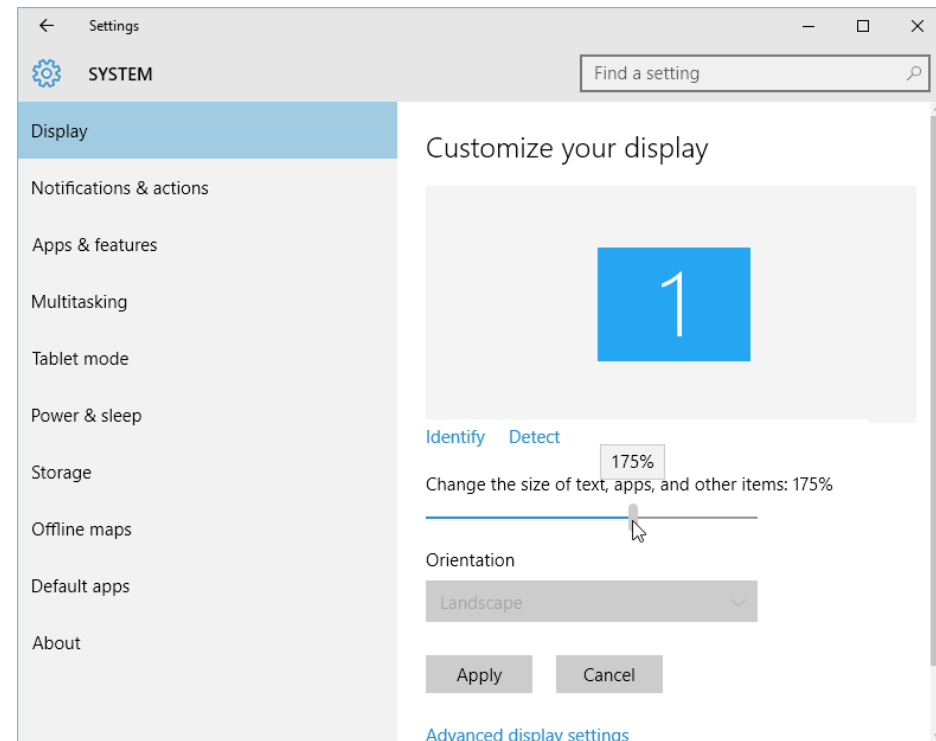
*You can right-click on the empty space on the desktop to bring up Personalize menu, where you can change:*

- ▶ **Background**
- ▶ **Colors**
- ▶ **Lock Screen**
- ▶ **Themes**
- ▶ **Start**

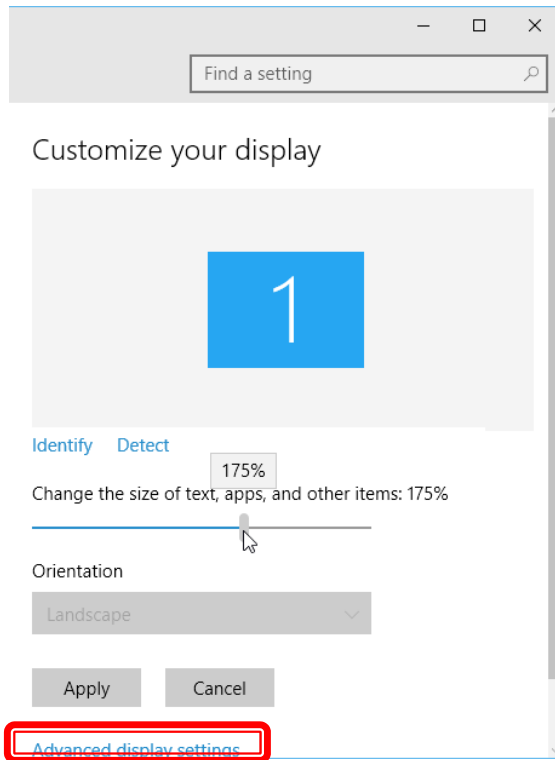


# Display Setting

- ▶ ***Start Menu Settings***  
→ ***System*** →  
***Display***
- ▶ ***Allow you to change how your monitor(s) is (are) arranged and change font size on your desktop***

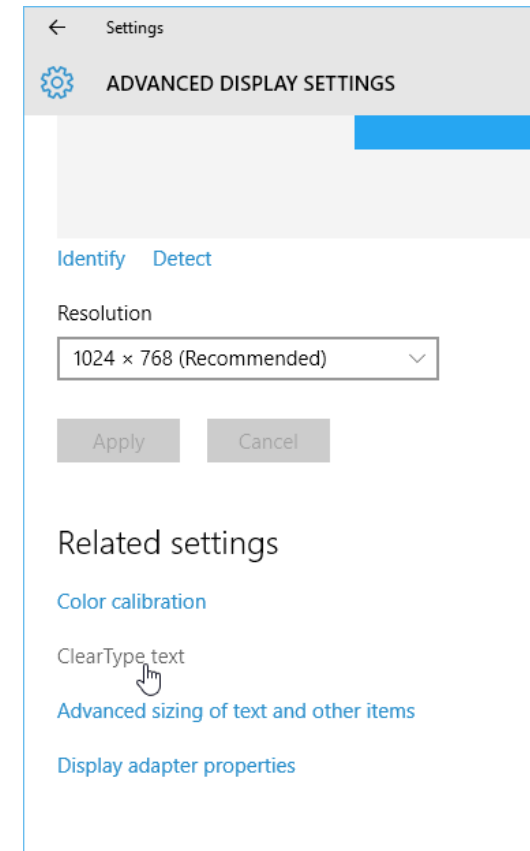


# Advance Display Setting



► ***Allow you to calibrate your display(s) further***

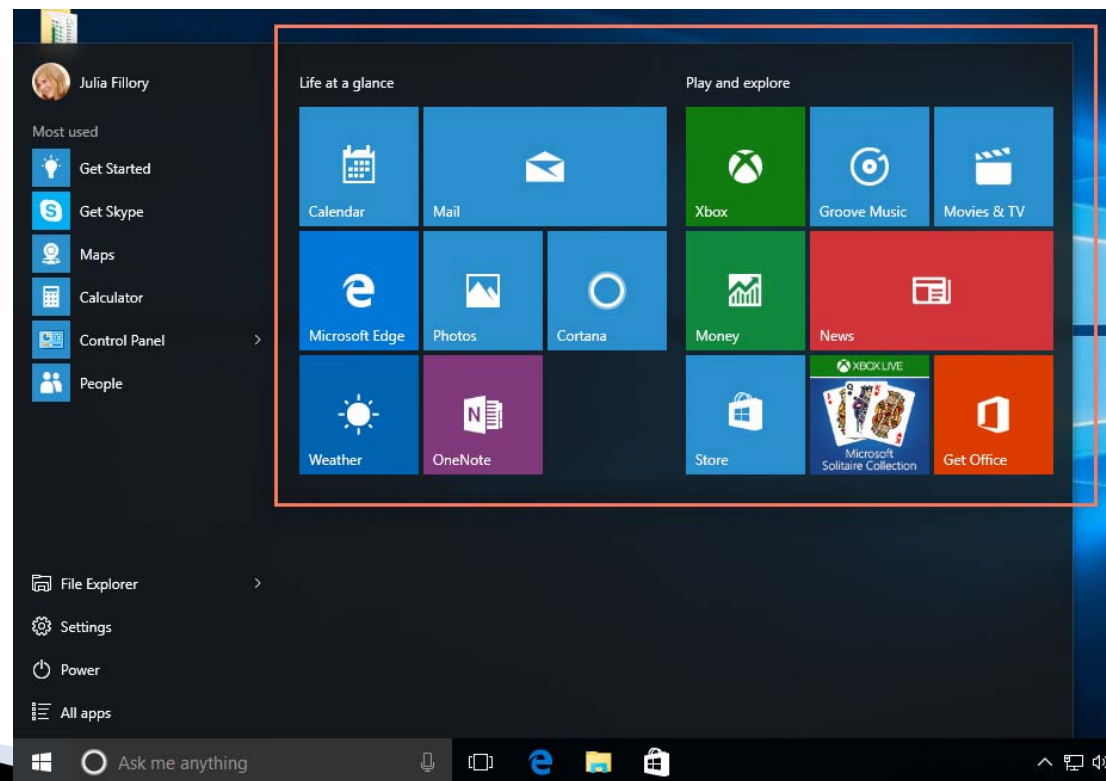
- ***Monitor resolution***
- ***Color setting***



► ***Click on ClearType text to make text on screen easier to read.***

# More Start Menu: Tiles

- ▶ *On Start Menu, there are multiple Tiles – shortcuts to files or programs*



# Tiles (cont.)

## ▶ ***Adding More Tiles or Pin/unpin Tiles***

- *Adding More Tiles by drag-and-drop from search results or applications list*
- *Or by pinning (put tiles on Start Menu), right-click an icon from search, the select Pin to Start*
- *To unpin (remove a tile from Start Menu), right-click a tile, the select Unpin from Start*

## ▶ ***Rearranging Tiles***

- *By left-clicking the tile and drag it to where you want*

## ▶ ***Resizing Tiles***

- *Right-click the tile, then select Resize*

## ▶ ***Live Tiles***

- *Some tiles can show current information, like calendar or weather.*
- *You can turn live tile off (but not removing the tile itself) by right-clicking on the tile and select Turn live tile off.*



# Microsoft Edge and Setting Default Web Browser

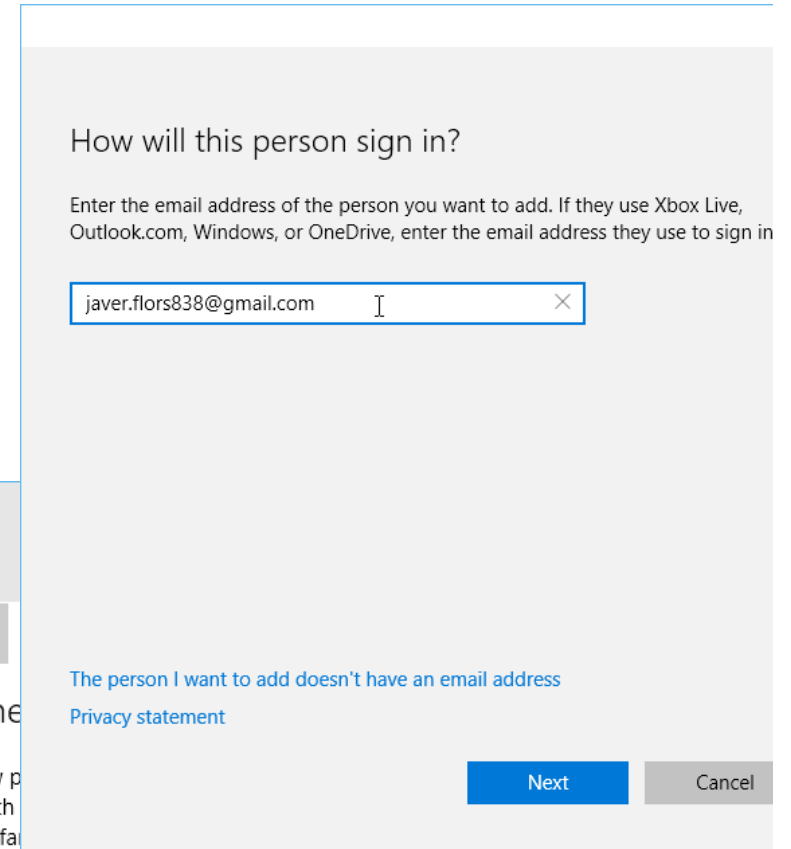
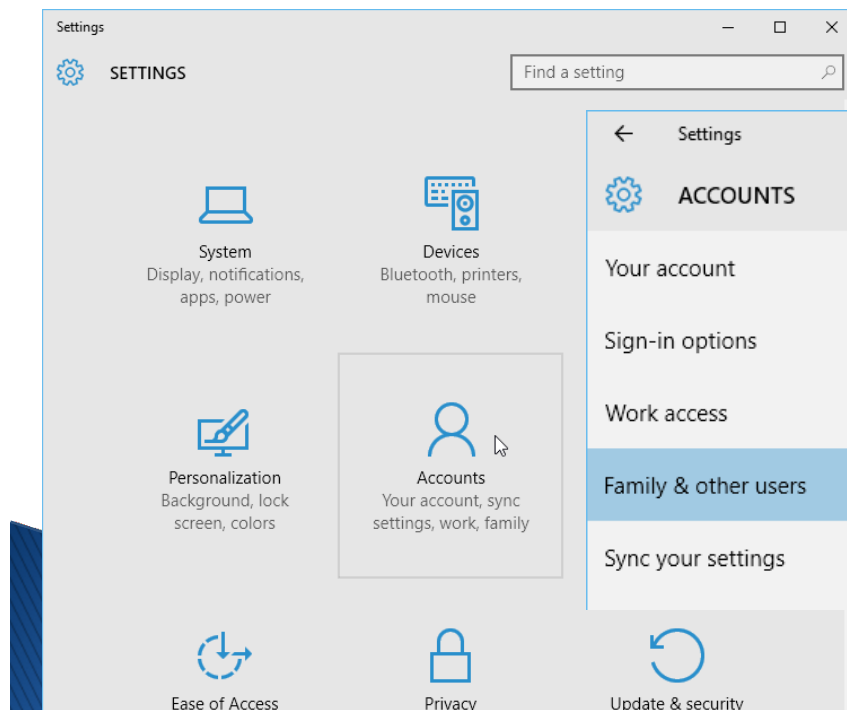
- ▶ *New web browser, came with Windows 10. Also default browser for Windows 10.*
- ▶ *You can pick a new default browser by*
  - *Installing a new browser, like Chrome or Firefox, and let it be a new default browser when asked.*
  - *Go to Setting → System → Default apps → Web browser and pick another browser, if present.*

# Adding New Users

- ▶ *You can add new users that can use your PC.*
  - *New users can have different permissions than you*
  - *Friends, roommate, members of family*
- ▶ *Adding new users*
  - *New user with e-mail address*
  - *New user without e-mail address*

# Adding New User with e-mail address

- ▶ **Go to Settings → Accounts → Family and Other users → Add someone else to this PC → Next**



# Adding New User without e-mail address

## ► *You need to create an account*

How will this person sign in?

Enter the email address of the person you want to add. If they have an Outlook.com, Windows, or OneDrive, enter the email address.

Email or phone

The person I want to add doesn't have an email address

Privacy statement

Next

Let's create your account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox, and more services are available when you sign in with your Microsoft account.

First name Last name

someone@example.com

[Get a new email address](#)

Password

United States

Birth month Day Year

\*If you already use a Microsoft service, go Back to sign in.

Add a user without a Microsoft account

Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

Sonya

Make it secure.

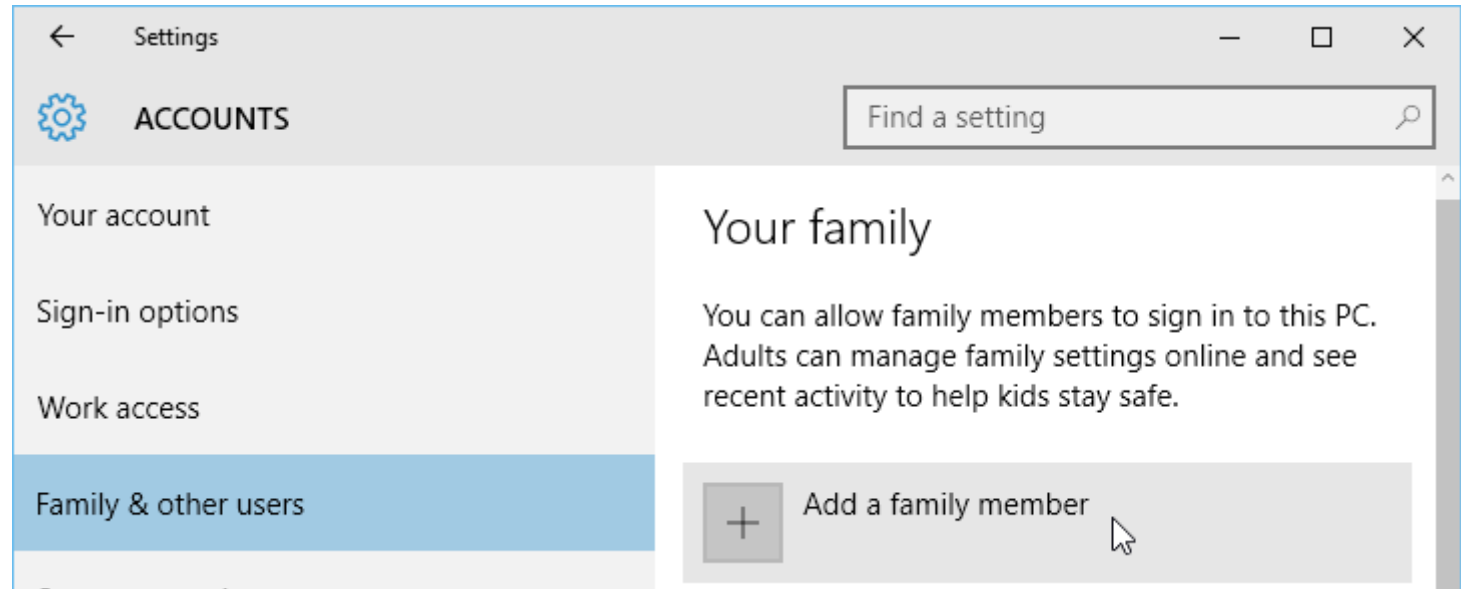
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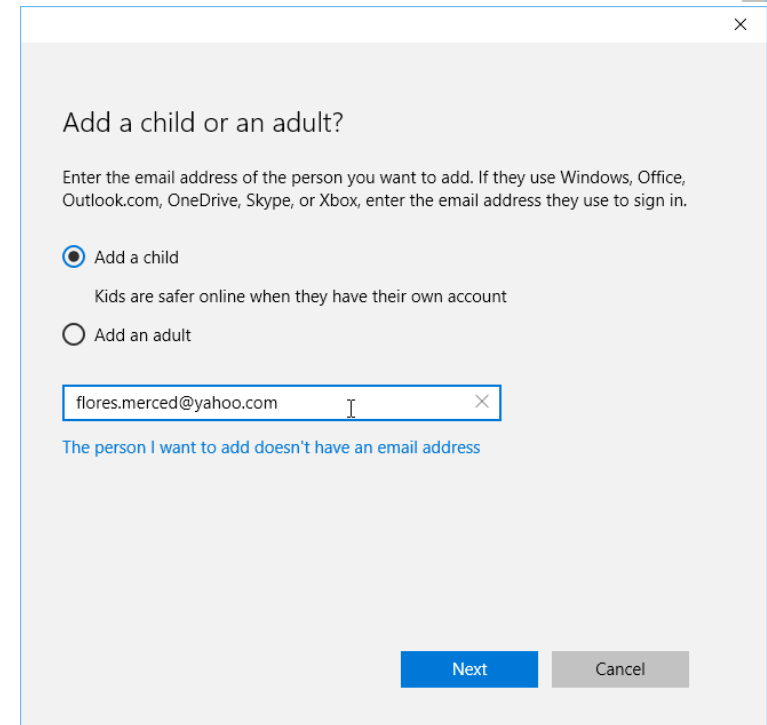
Password hint

Back Next

# Parental Control



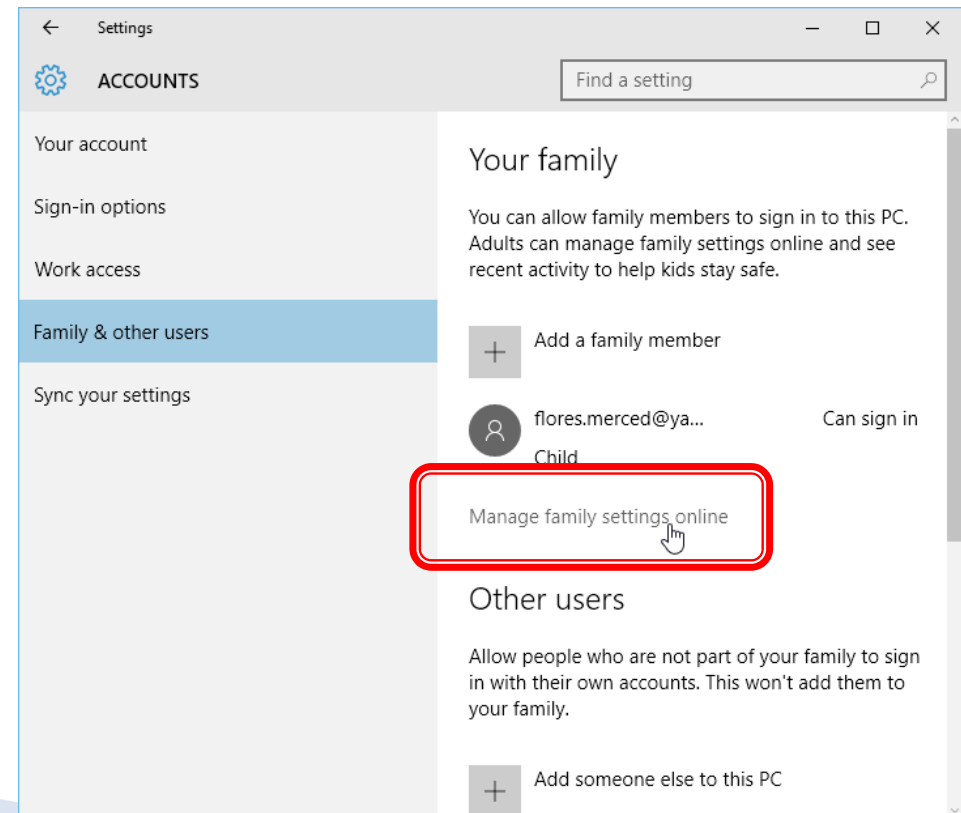
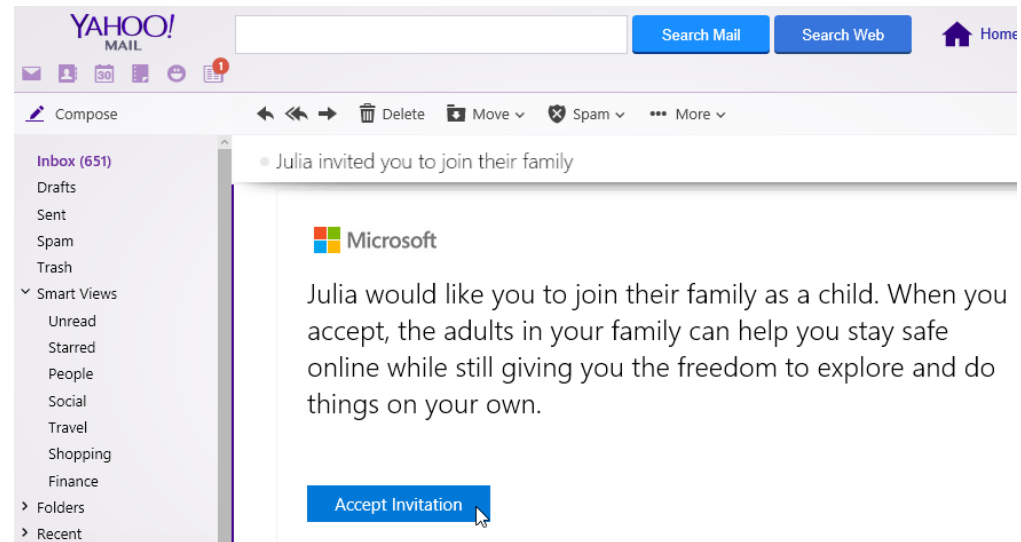
- ▶ ***In Windows 10, you can use parental control to limit access and monitor usage of each users of your PC.***
- ▶ ***Go to: Settings → Accounts → Family & other users → Add a family member → Add a child***
- ▶ ***Enter email address, then click Next***



# Parental Control

## (cont.)

- ▶ ***The child need to confirm by e-mail (Accept Invitation)***
- ▶ ***Then, you can apply parental control to the account***





# Parental Control (cont.)

*You can see:*

- ▶ *Recent Activity: A summary of user's activity on the PC.*

*You can set:*

- ▶ *Web browsing: limit access to some websites*
- ▶ *App & games: apply ages limit to downloading apps from Windows Store.*
- ▶ *Screen Time: limit usage time for the account.*

# Security

❑ ***Windows 10 has some utilities that will make your PC safer***

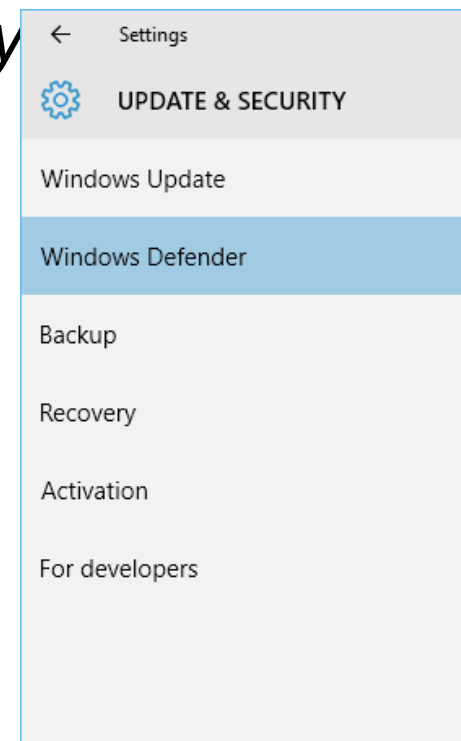
❑ ***Go to Setting → Update & security***

▶ ***Windows Defender***

▶ ***Windows Firewall***

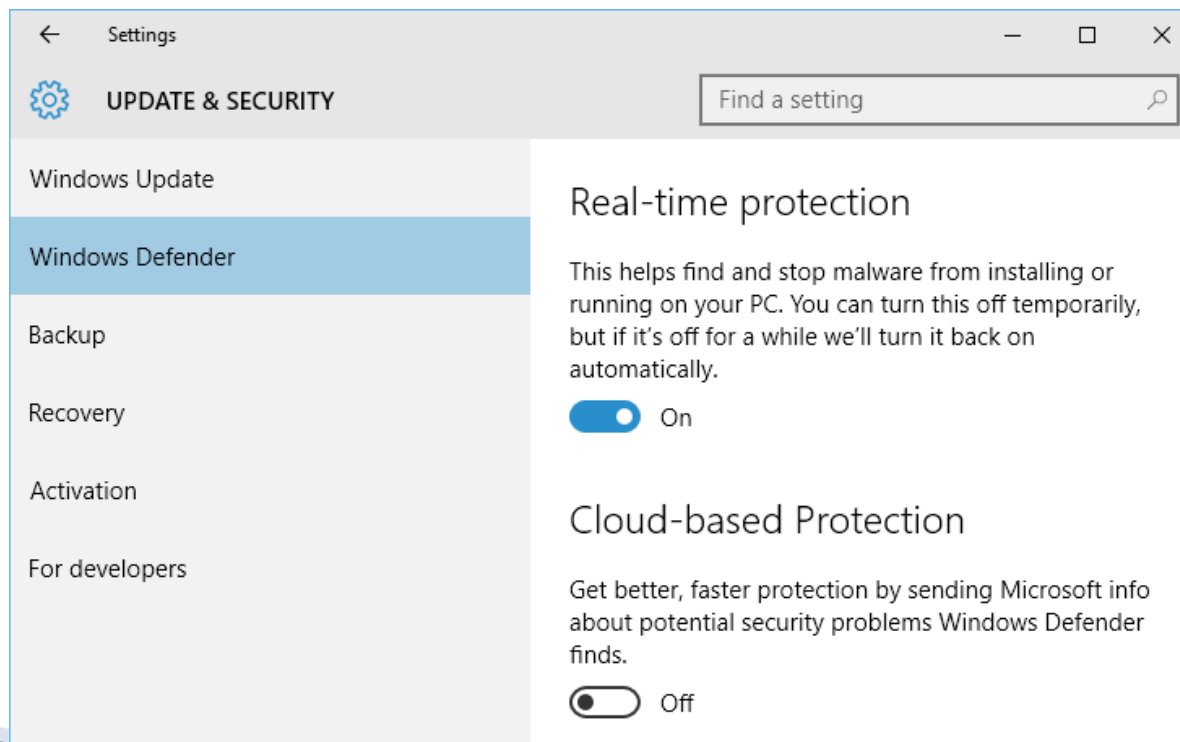
▶ ***Windows Update***

▶ ***Backup and Recovery***



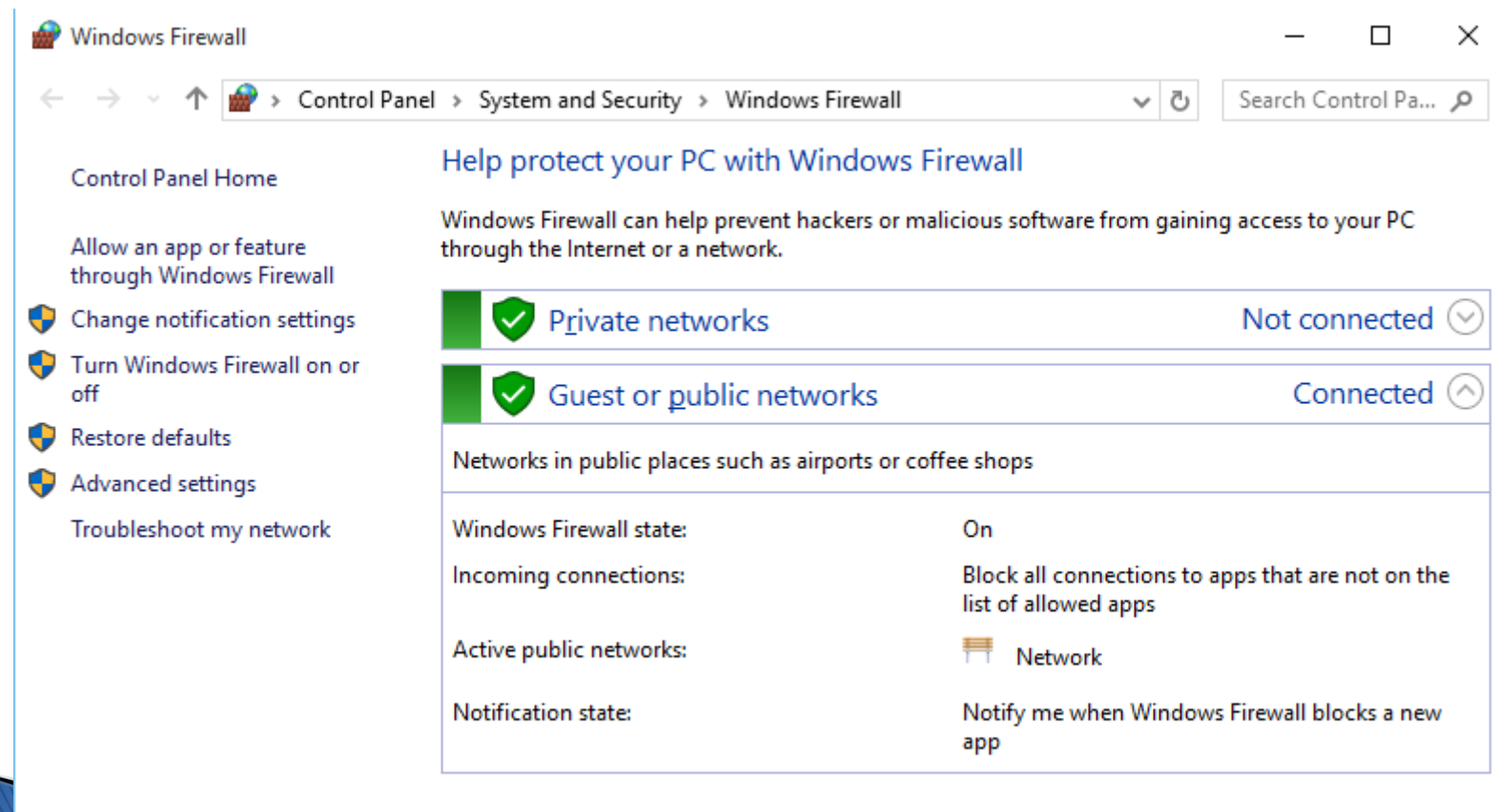
# Security – Windows Defender

- ▶ ***A virus scanner that can scan for malicious program in real time.***



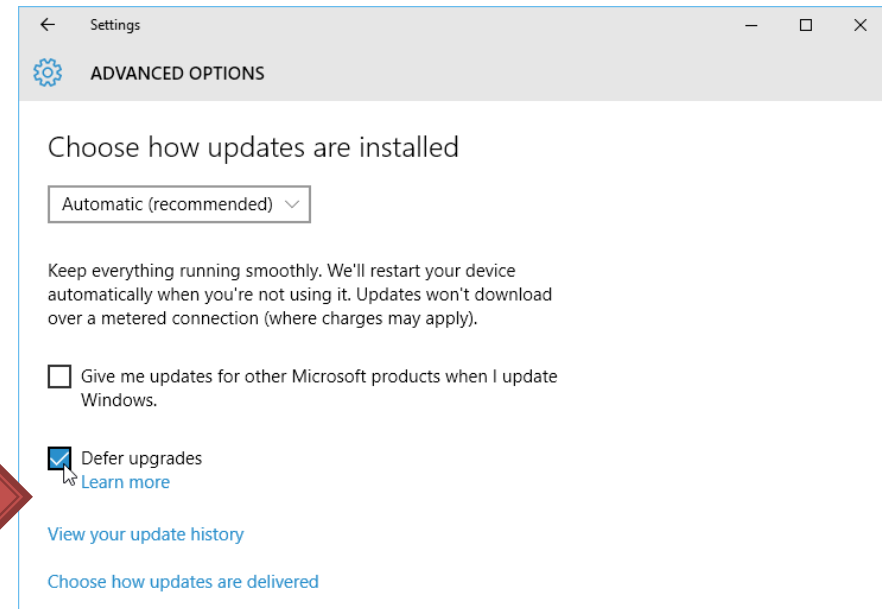
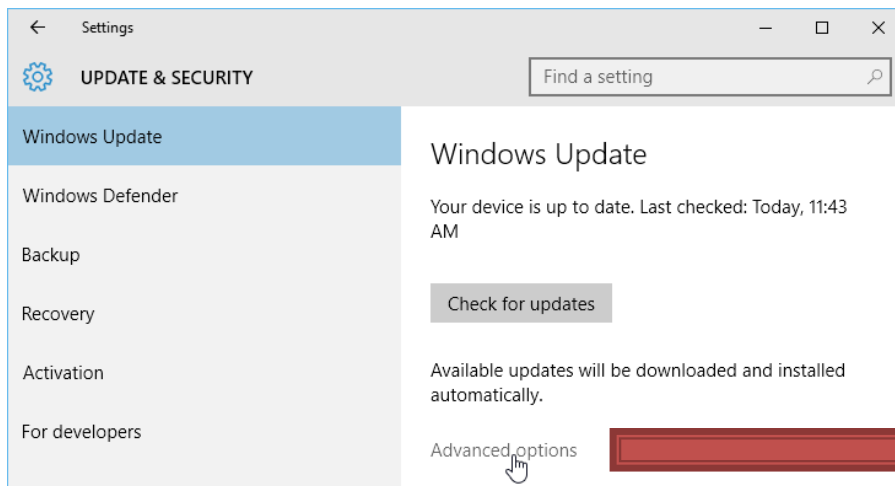
# Security – Windows Firewall

## ► *Prevent unauthorized access via the Internet*



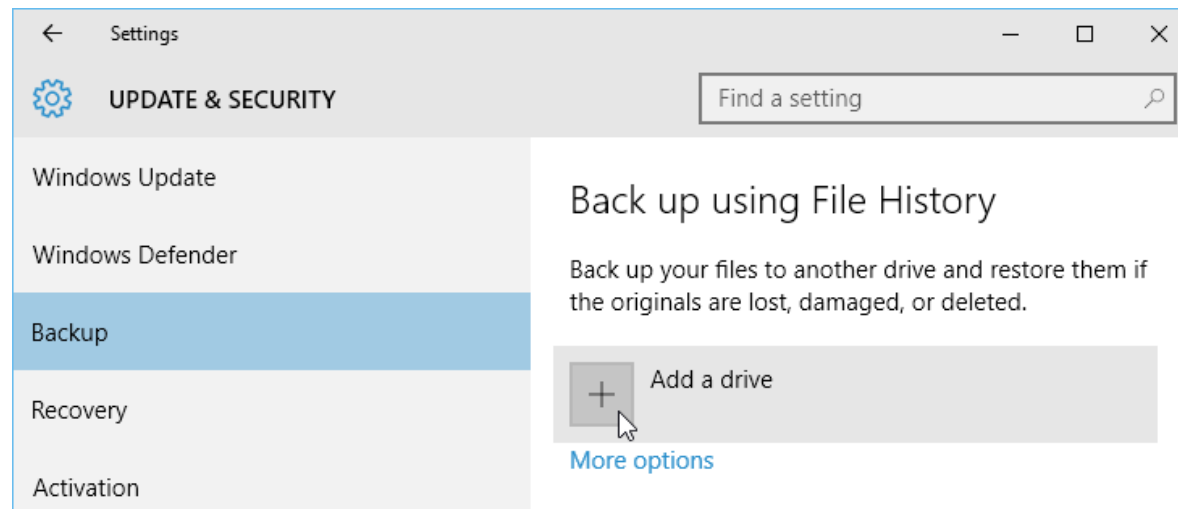
# Security – Windows Update

- ▶ ***Windows 10 can update itself automatically, but we can select when and how it will download and perform updates.***



# Security – Backup

- ▶ *You can save your files to another hard drive.*
- ▶ *Go to Update & Security → Backup → Add a drive*





# Security – Recovery

- ▶ ***Under Update & Security → Recovery, you can select among many recovery options.***

