

OXFORD

FOURTH EDITION

KEYBOARD

3



Unit 2, Chapter 2

Setting up the computer

Reference pages: 12-22



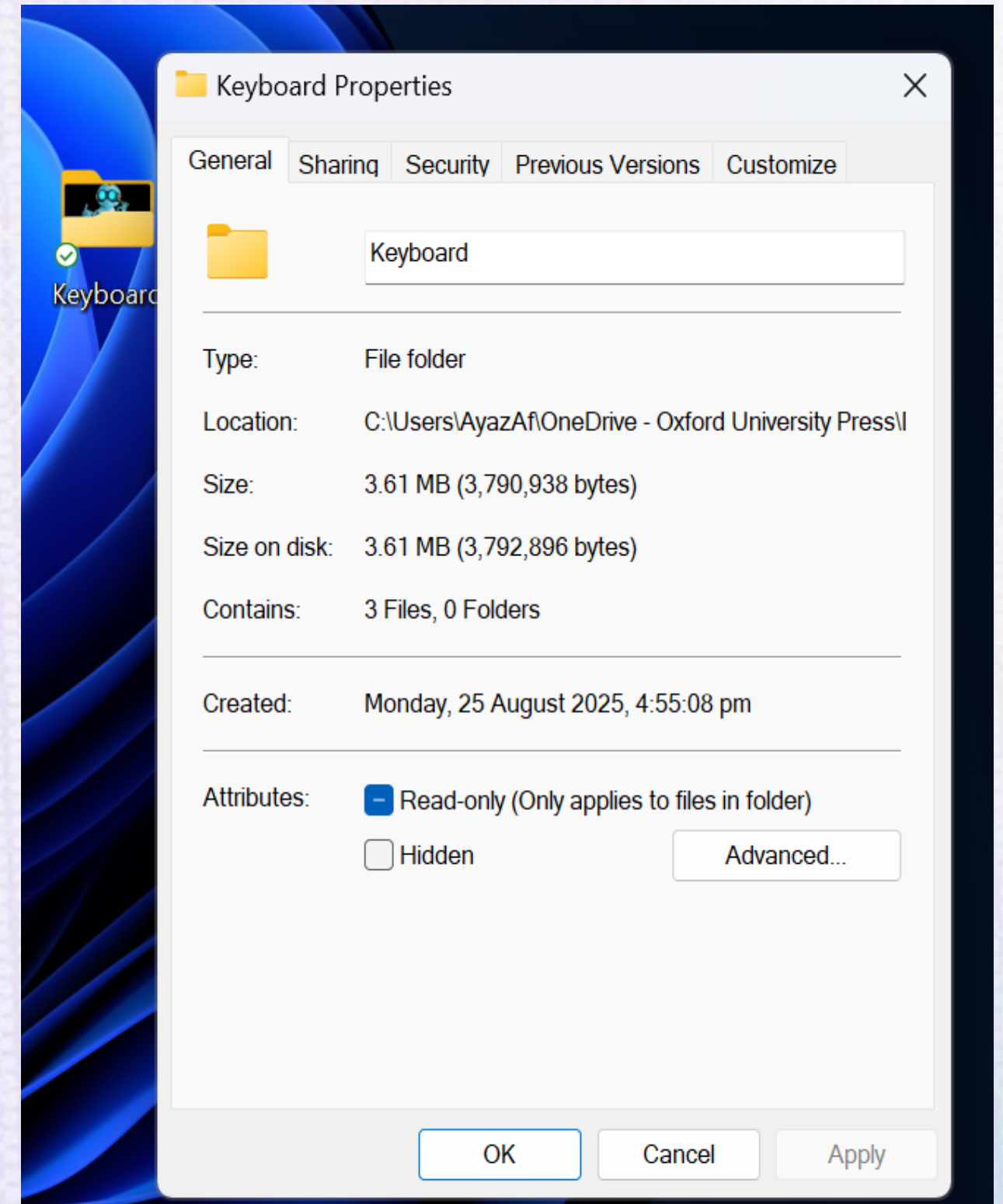
Files and Folders

- Files are like your schoolwork or documents
- Folders are like containers or bags to organise files
- Organising helps find things easily



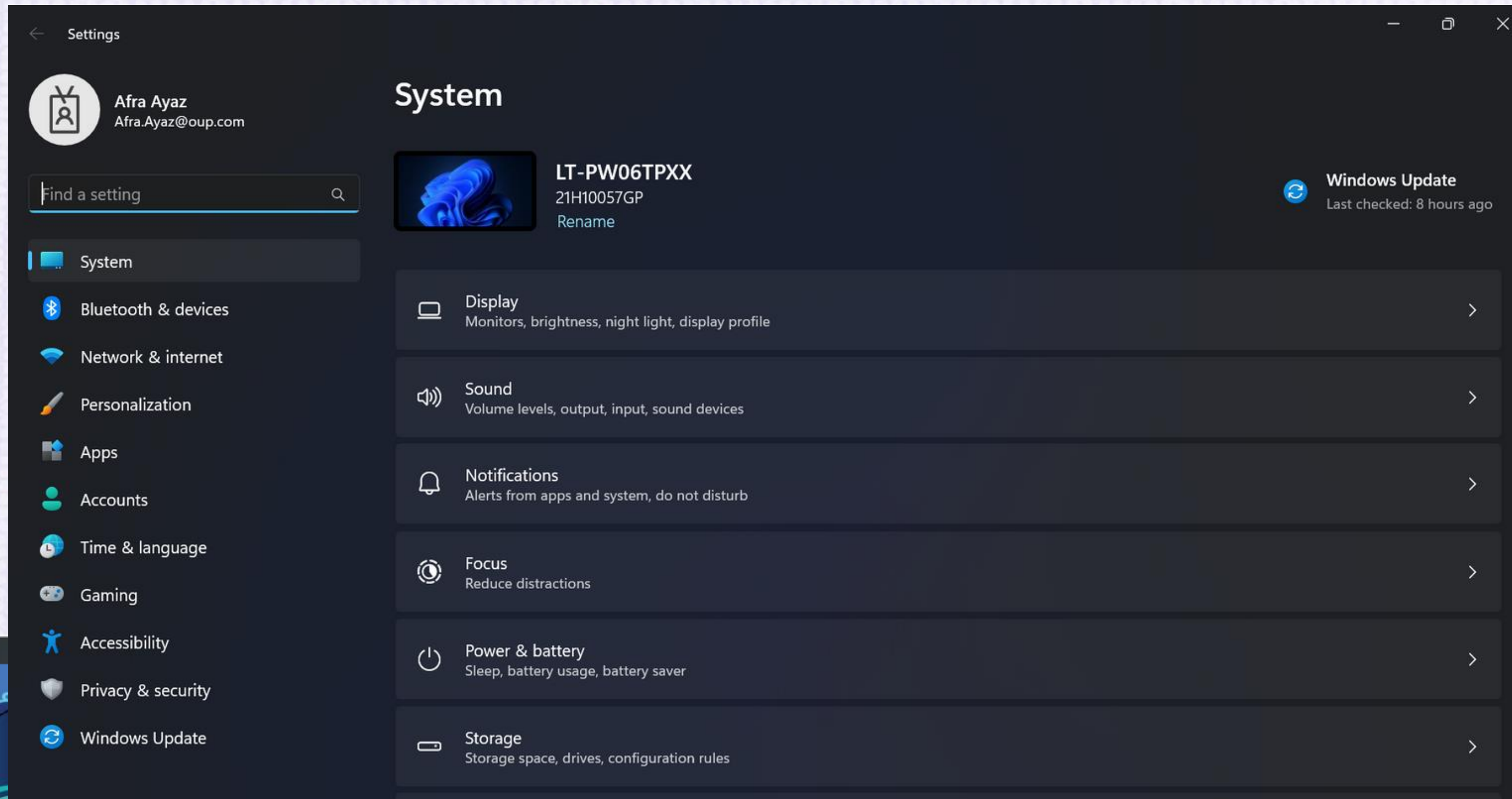
File Properties

- File properties tells you details about a file like its size, type and when it was made.
- View by right-clicking → Properties
- Shows size, date, type, and creator



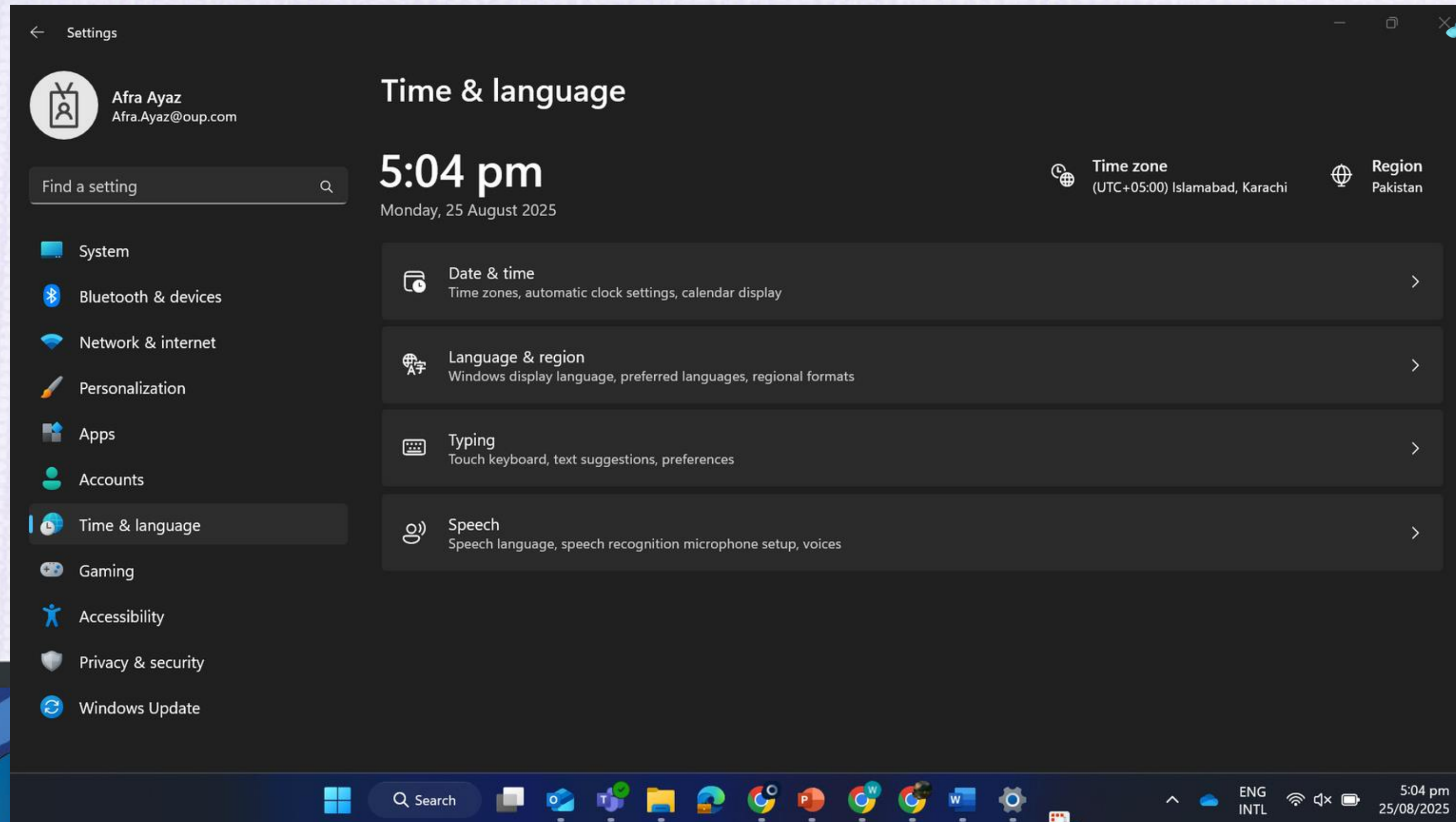
Exploring Settings

- Personalise your computer
- Open Settings via Start menu or Windows key + I
- Change display, themes, and widgets



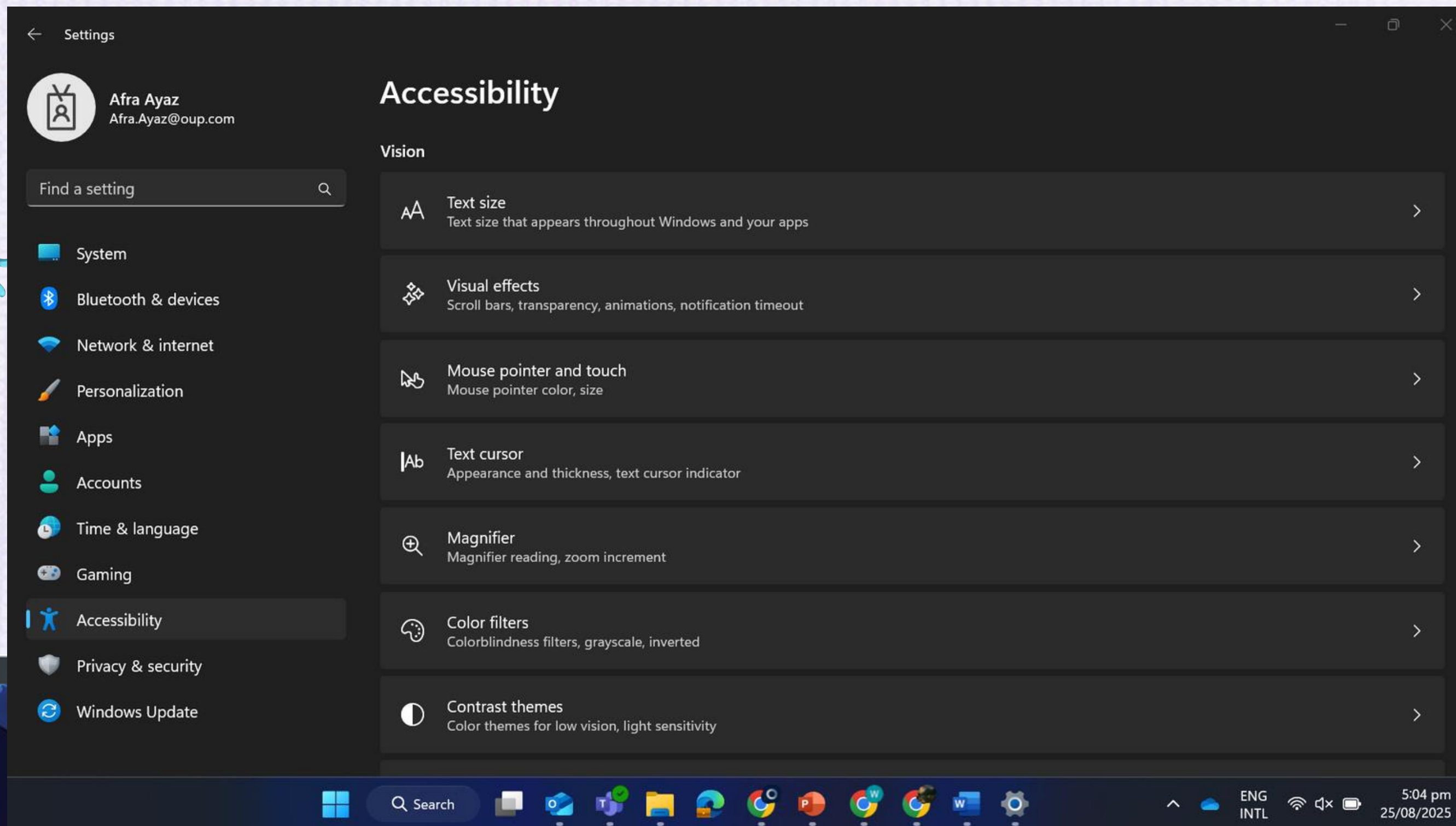
Changing Date & Time

- Settings → Time & Language → Date & Time
- Toggle automatic or manual setting



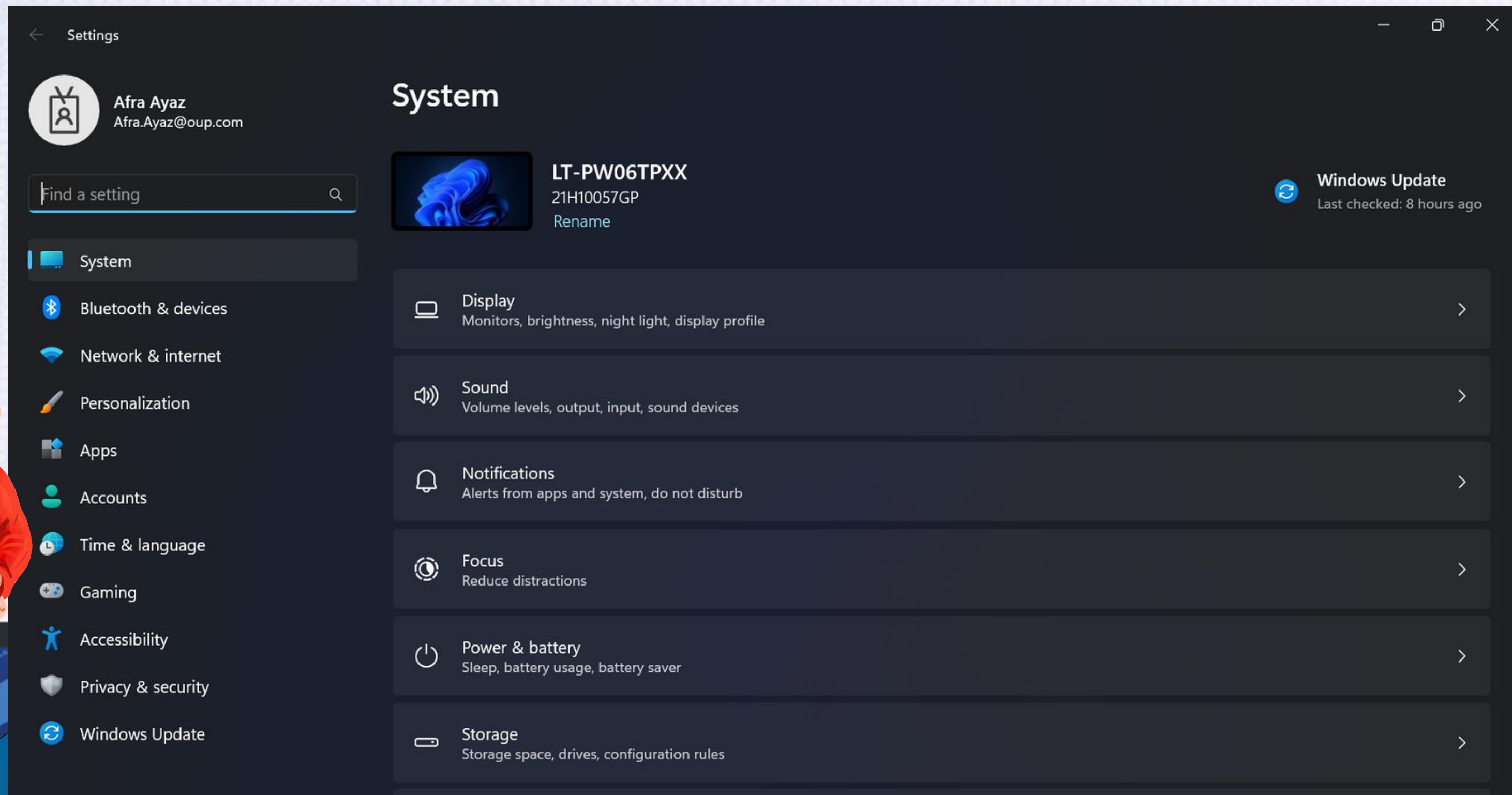
Accessibility Options

- Help with vision, hearing, mobility
- Features: Magnifier, Narrator, High Contrast, Sticky Keys



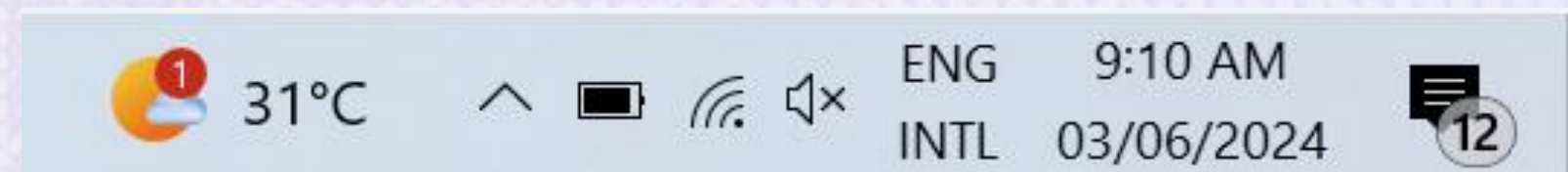
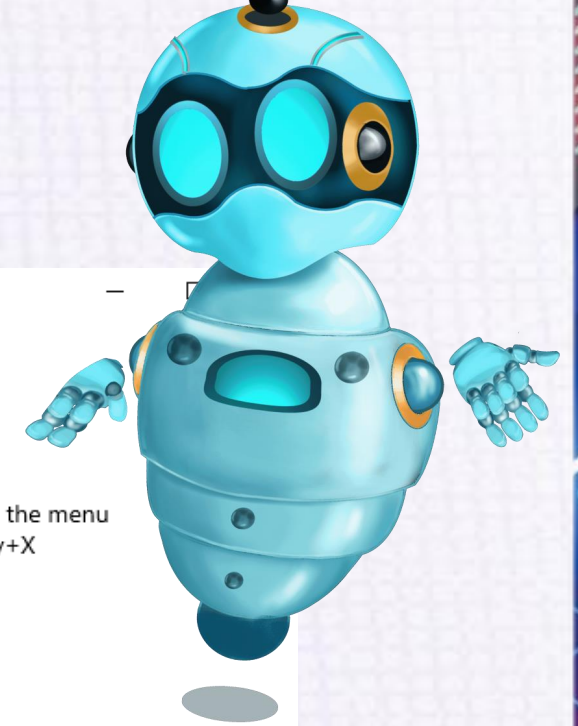
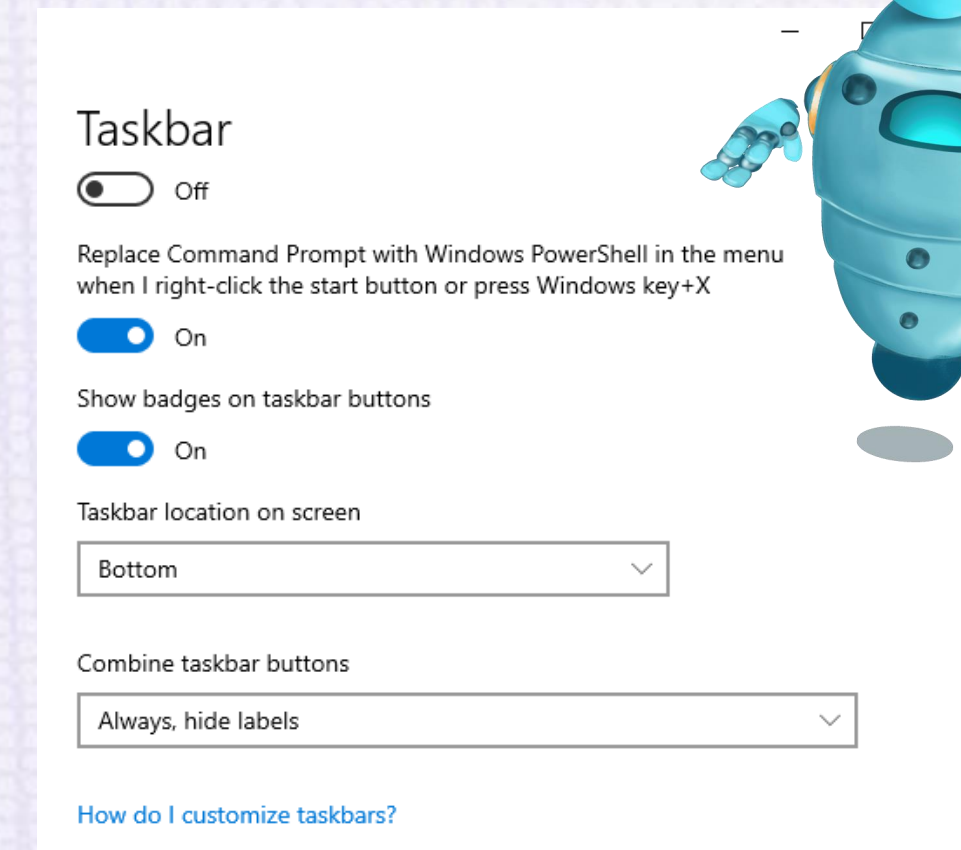
Checking for Updates

- Keep your system safe and up to date
- Settings → Update & Security → Windows Update



The Taskbar

- Shows open apps, time, notifications
- Can be moved to any side of the screen
- Includes system tray with volume, network, battery



Installing Software

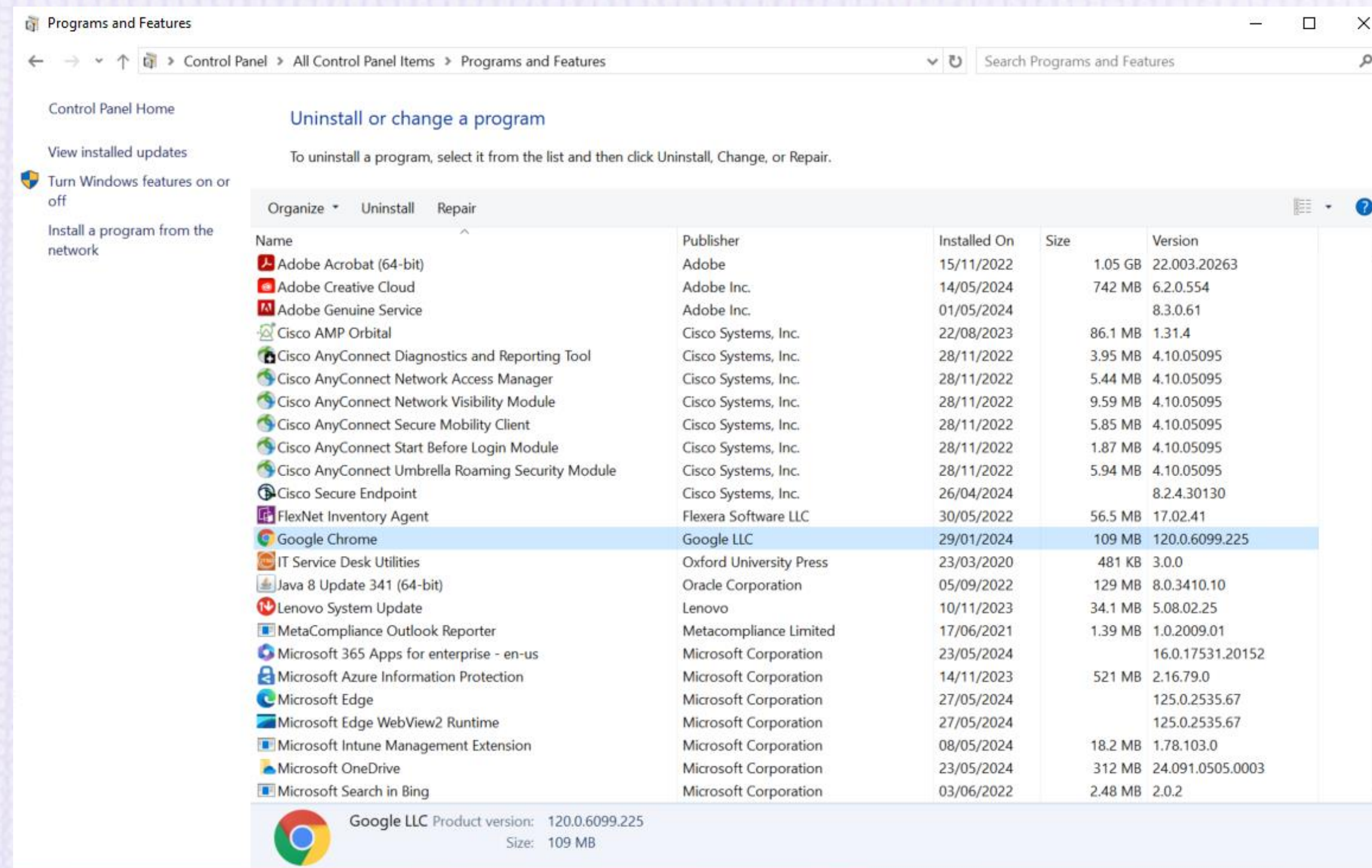
- Download from trusted sources
- Run setup (.exe) and follow instructions



A screenshot of the Google Drive download page. The browser address bar shows 'google.com/drive/download/'. The page features the Google Drive logo and navigation links for 'Individuals', 'Teams', 'Enterprise', and 'Download'. The main heading reads 'Safely store your files and access them from any device', followed by a subtext: 'Choose folders on your computer to sync with Google Drive or backup to Google Photos, and access all of your content directly from your PC or Mac'. A blue button labeled 'Download Drive for desktop' is visible. A 'Recent download history' overlay is present in the top right, showing 'GoogleDriveSetup.exe' (178 MB, 5 minutes ago) with a 'Show in folder' link. Another overlay titled 'Google Drive - Preferences' is shown in the bottom right, displaying sync settings for 'My ThinkPad Laptop' and a list of synced folders with their sizes. A third overlay shows the 'Activity' tab for the user 'owl@gmail.com', listing recent file uploads with status indicators (loading, success, or failure).

Uninstalling Software

- Control Panel → Programs and Features
- Select program → Uninstall



Over to you

Activity

**Give instructions to
Maham to put her
cat's picture as her
desktop**

