

OXFORD

FOURTH EDITION

KEYBOARD

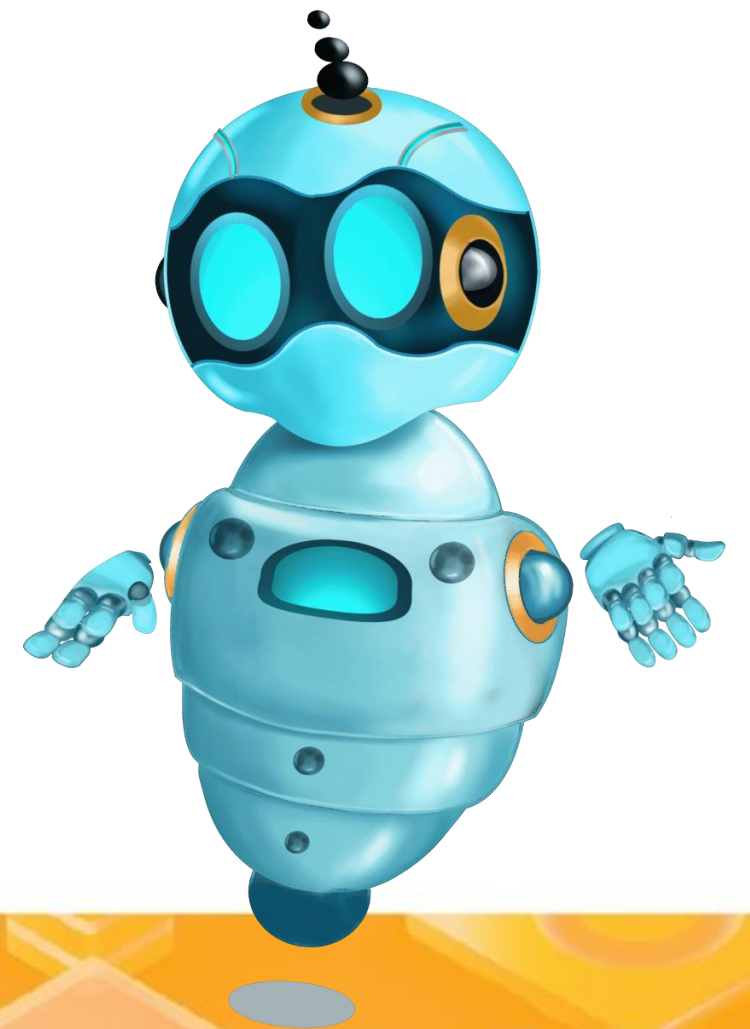
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Unit 1, Chapter 1

Exploring Windows

Reference pages: 2-7



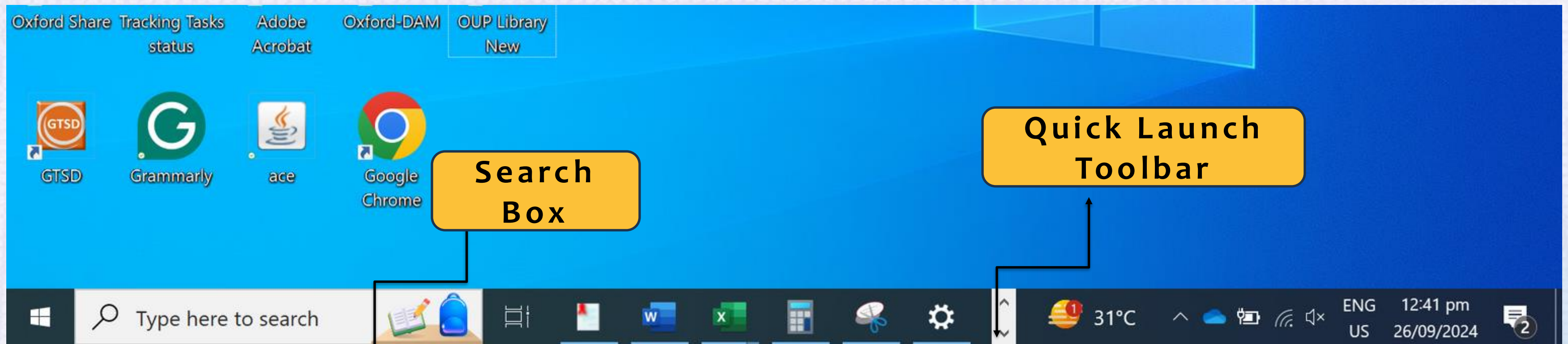
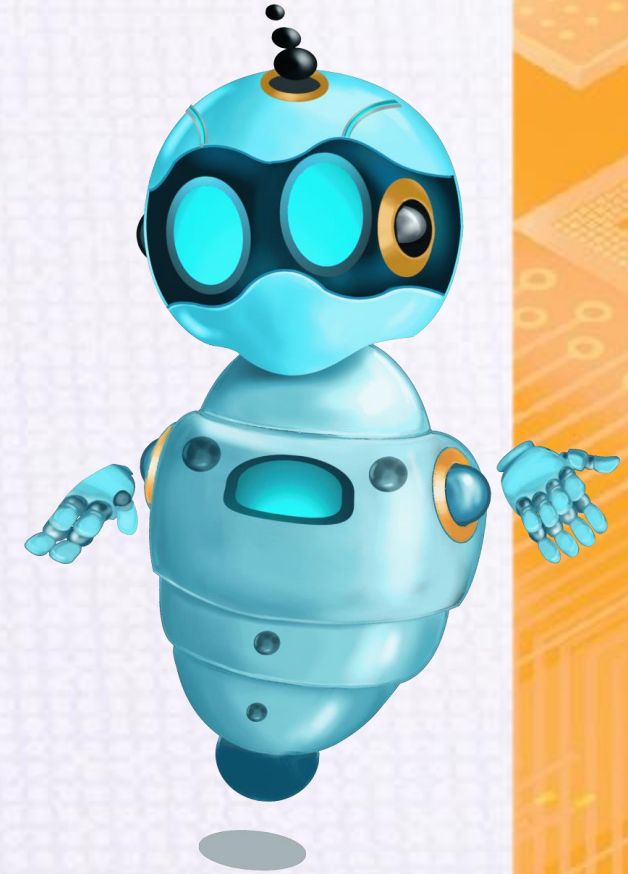
Explore Your Computer

Windows is your computer's brain! From Windows 95 to Windows 11, each version brought new powers. Windows 10 is still the classroom hero!



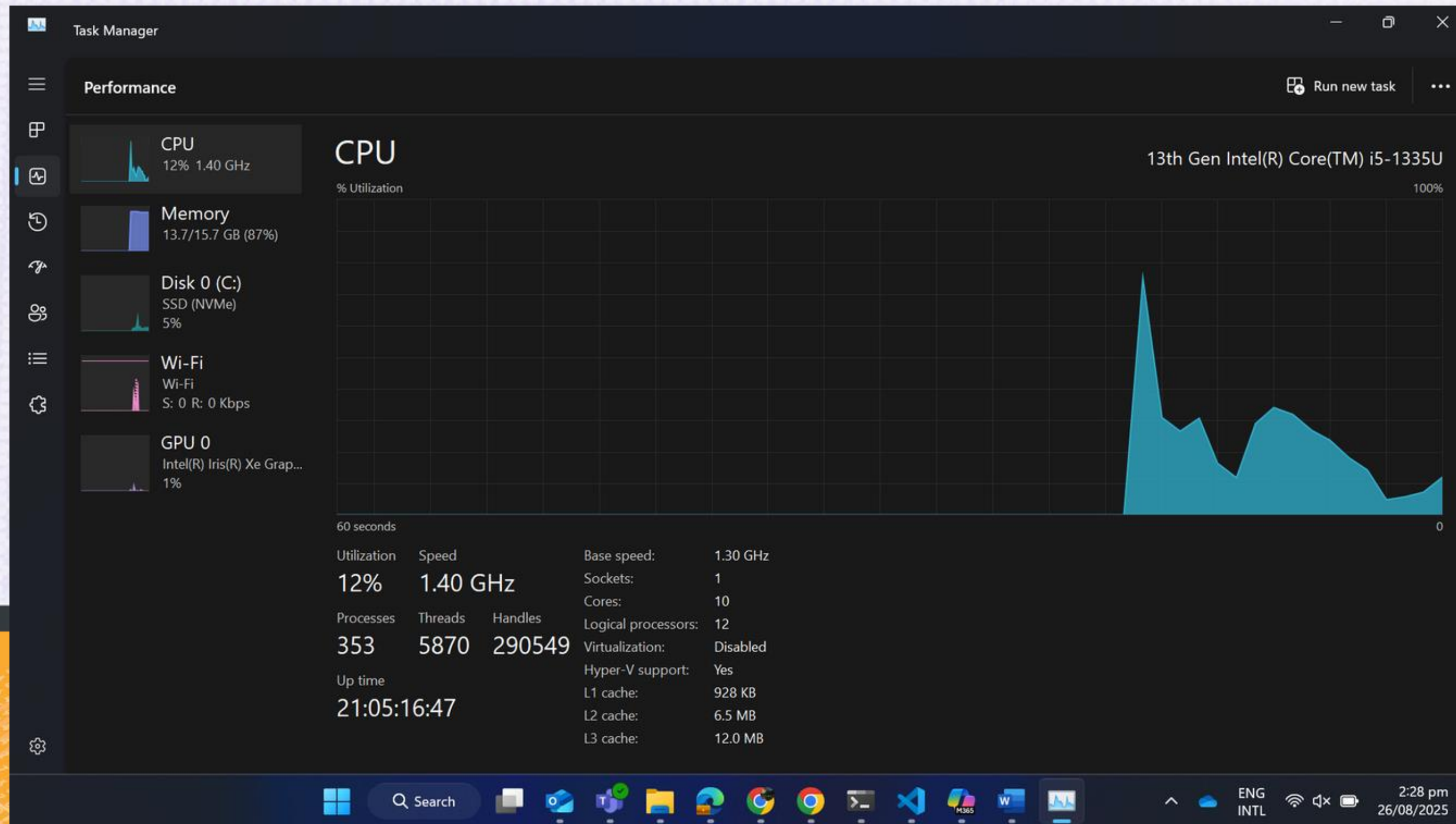
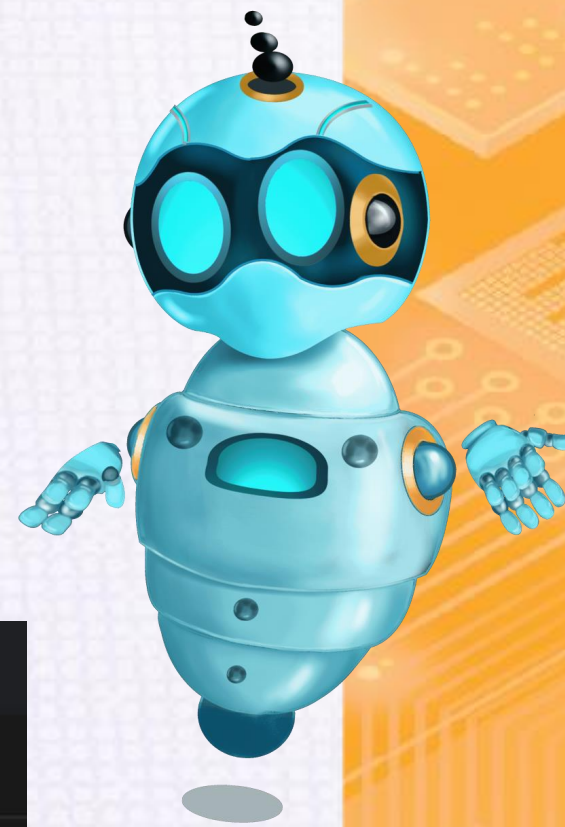
Quick Access

- Use the search box on the taskbar to find programs
- Quick Launch toolbar gives access to frequently used apps and files



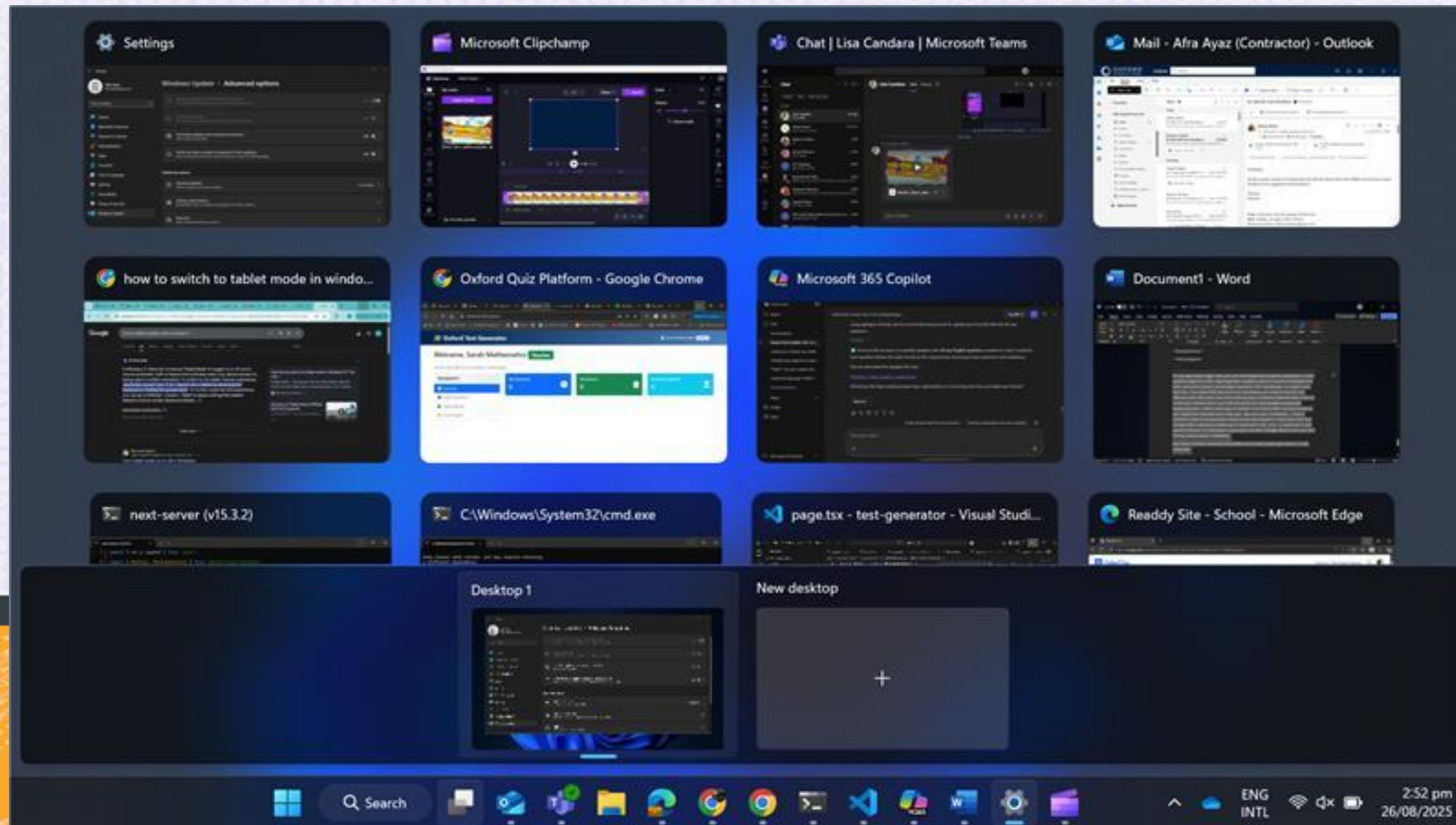
Task Manager

- Monitor running apps and system performance
- Use it to close frozen apps
- Access it via Ctrl+Shift+Esc or search 'Task Manager'



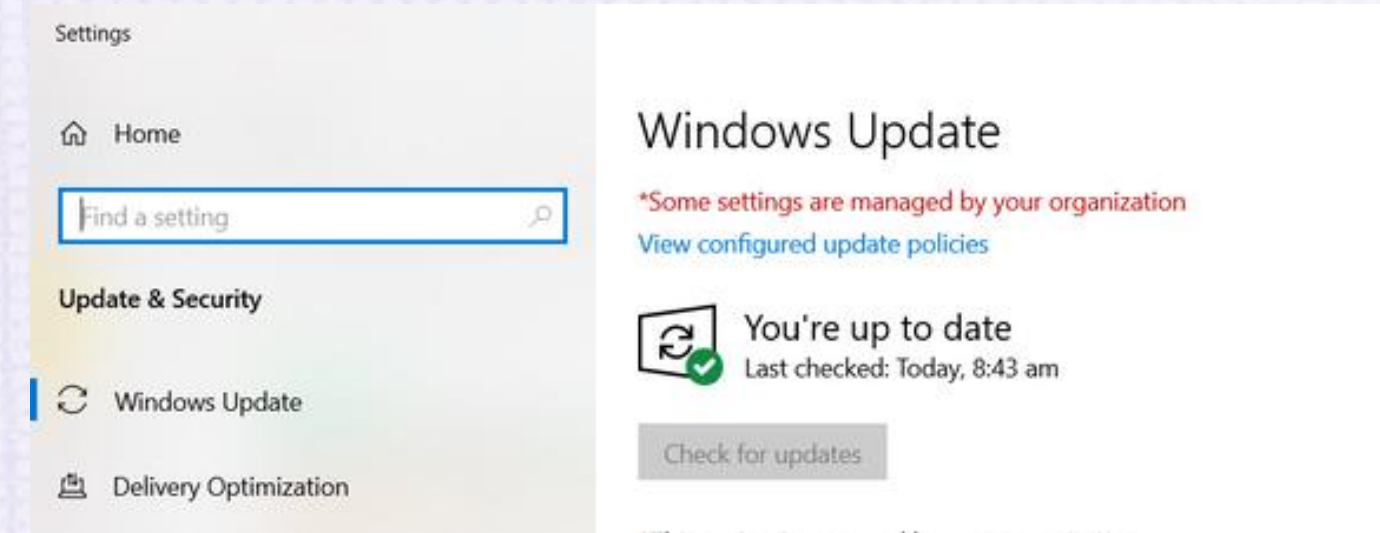
Task View & Virtual Desktops

- Use Task View to manage multiple desktops
- Switch with Alt+Tab or Windows Key + Tab
- Move apps between desktops and stays organized
- Select and End task for apps using the most space

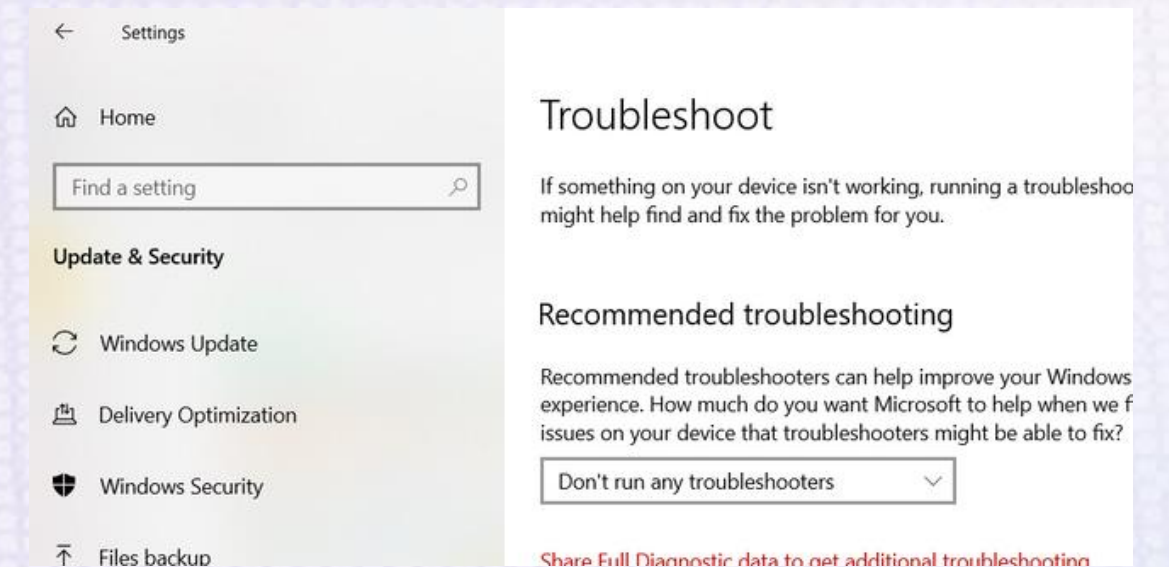


Troubleshooting

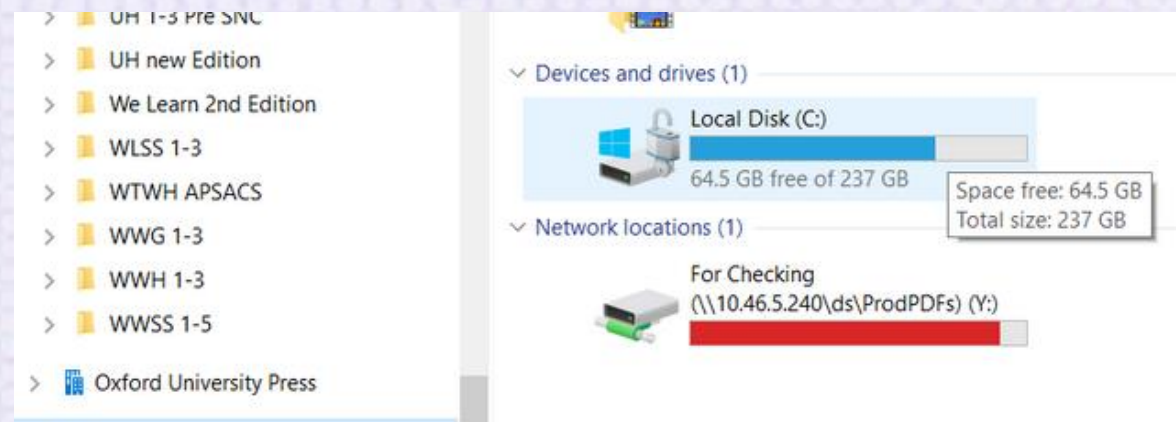
- Restart your computer
- Check cables and connections



- Update software
- Run troubleshooters

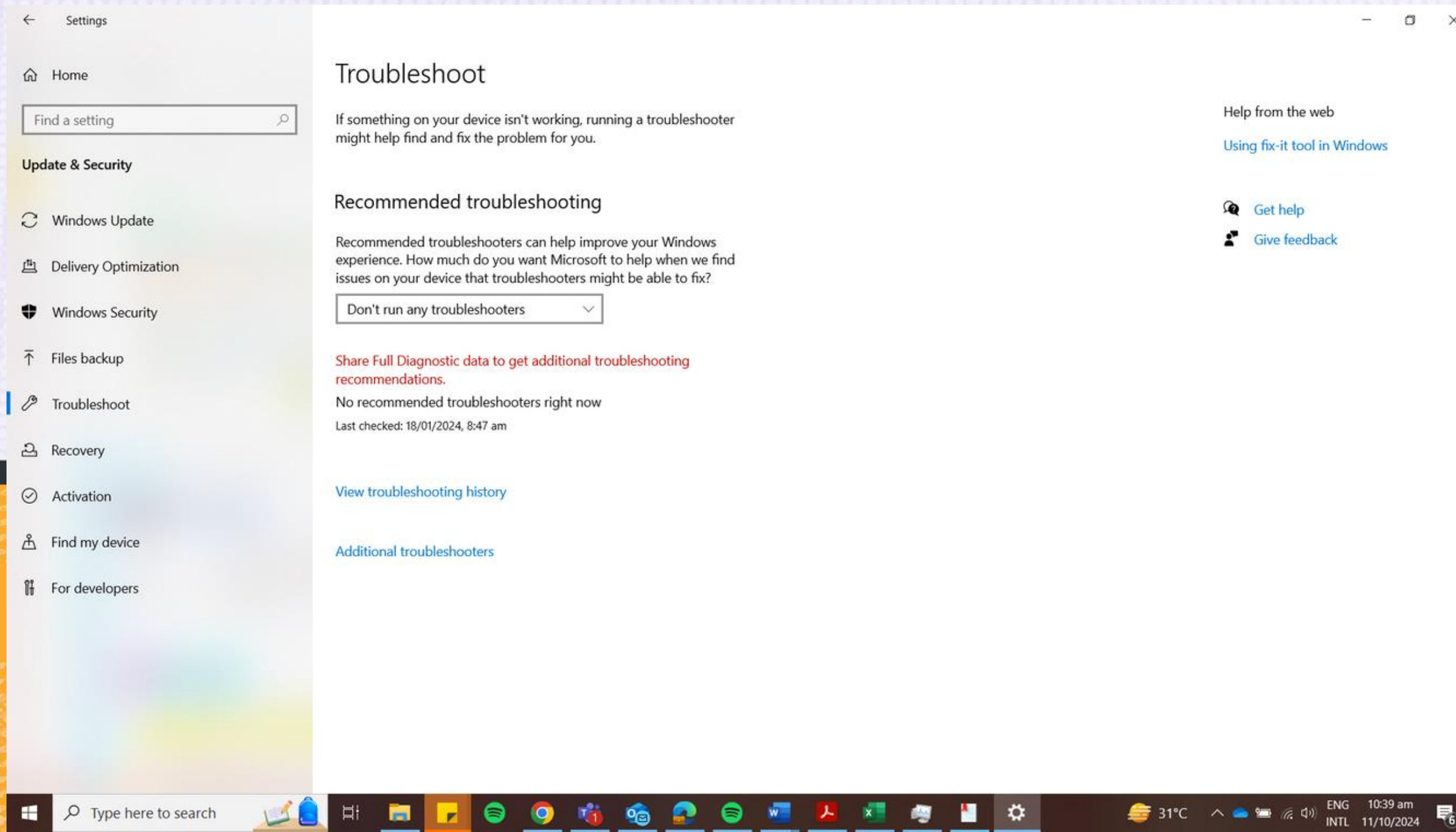


- Scan for malware
- Free up disk space



Fix-It Toolkit

- Use Task Manager to monitor performance.
- Go to Settings > Update & Security > Troubleshoot.
- Use Windows Defender to scan for malware



Computer Manners

Logging out of your account is important since it:

- Helps protect your privacy
- Doesn't allow people to access your files without your knowledge



Over to you



Activity

- Your computer is running very slowly
What tool can help you find out which app is using too much memory?
- You're using a shared school computer and want to keep your files private
What should you do before leaving the computer?
- You accidentally opened too many windows and can't find your desktop
What shortcut helps you quickly minimise everything?

