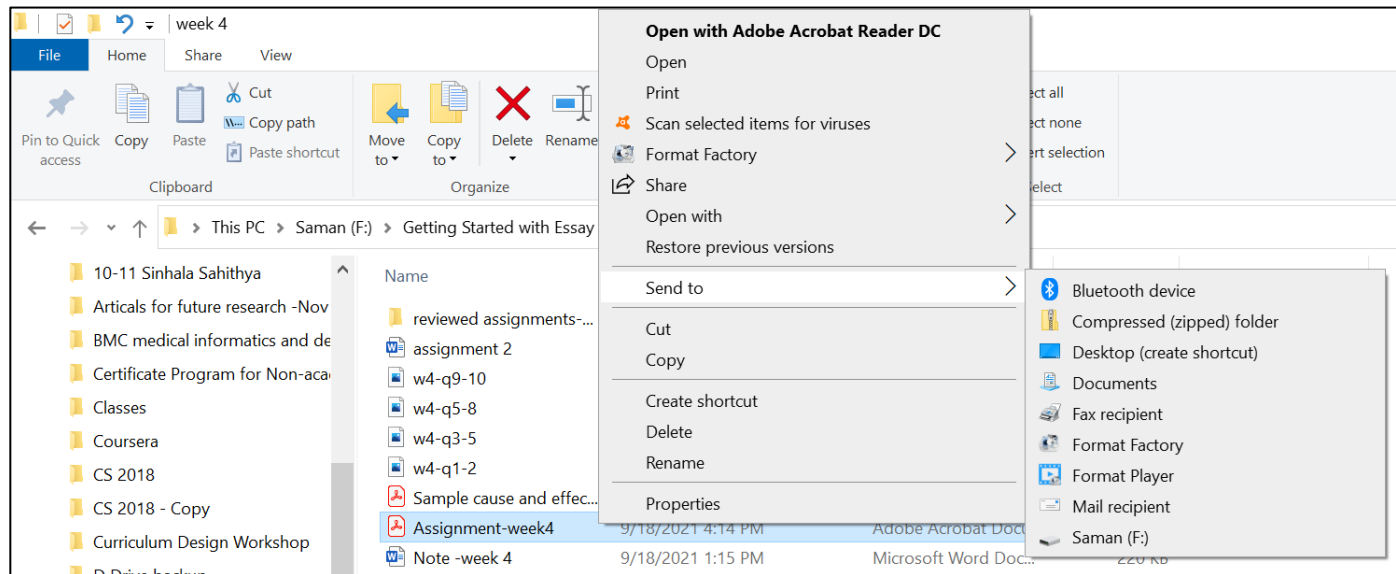
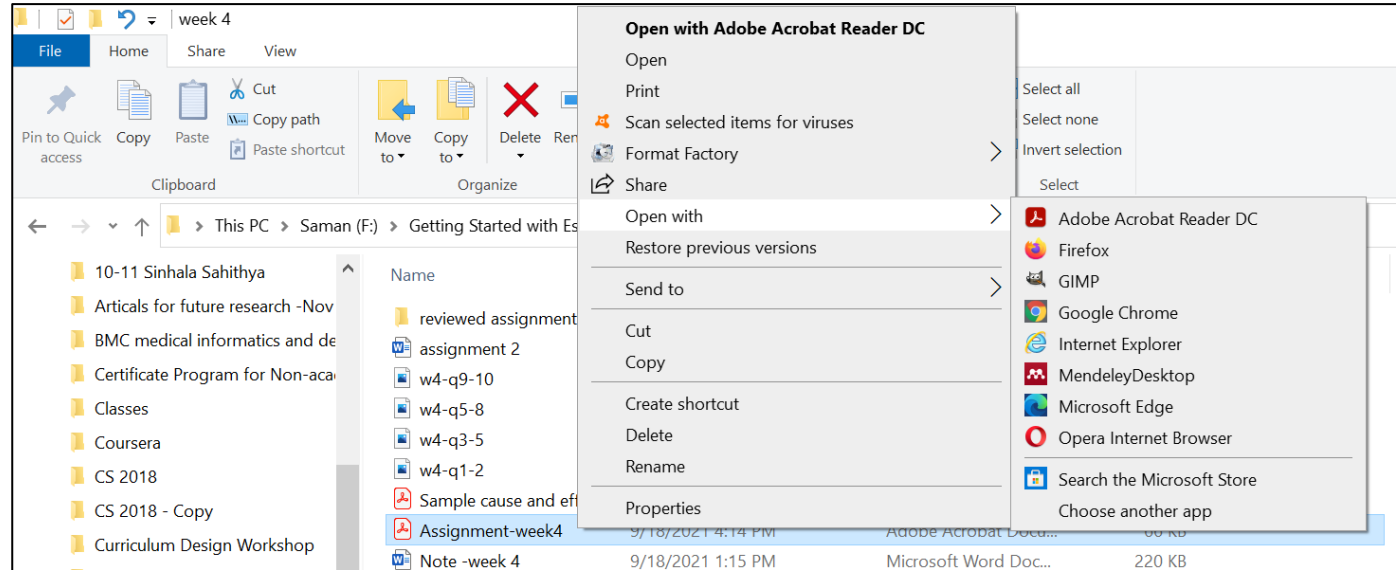


Demonstration- Other activities

Open with and Send to options



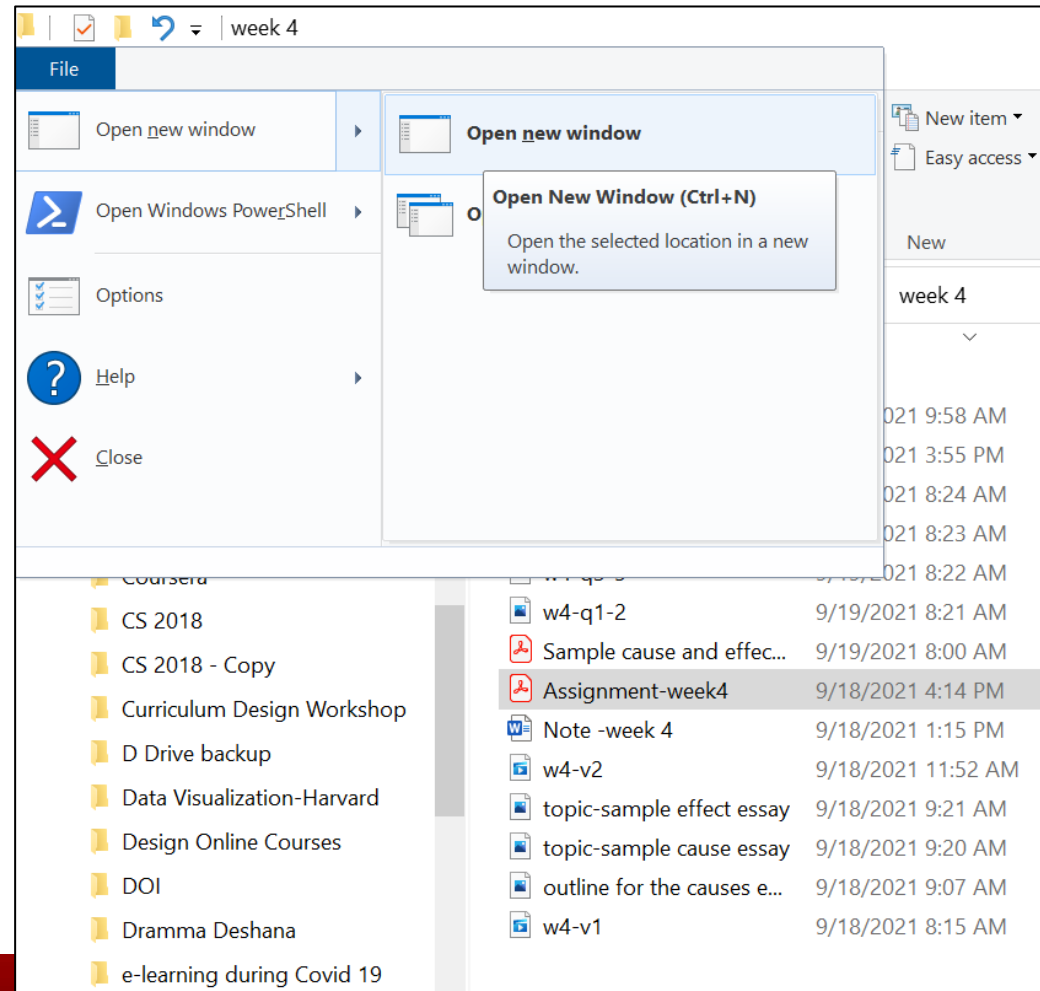
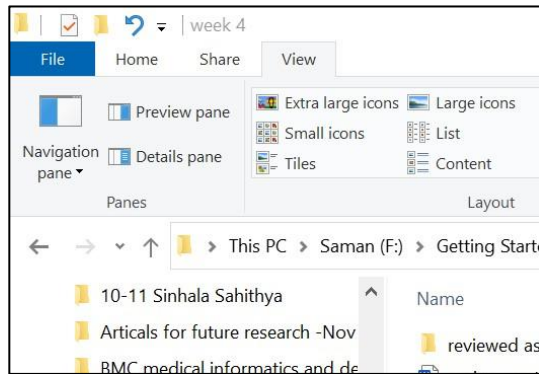
More facilities

- File menu
 - **File > New Window** , to have more File Explorer Windows
- Quick access toolbar
 - Fast access to commonly used features
- Quick access folder
 - Fast access to commonly used folders
 - Pin any specific folder to Quick access
- Recycle Bin
 - Recover deleted files



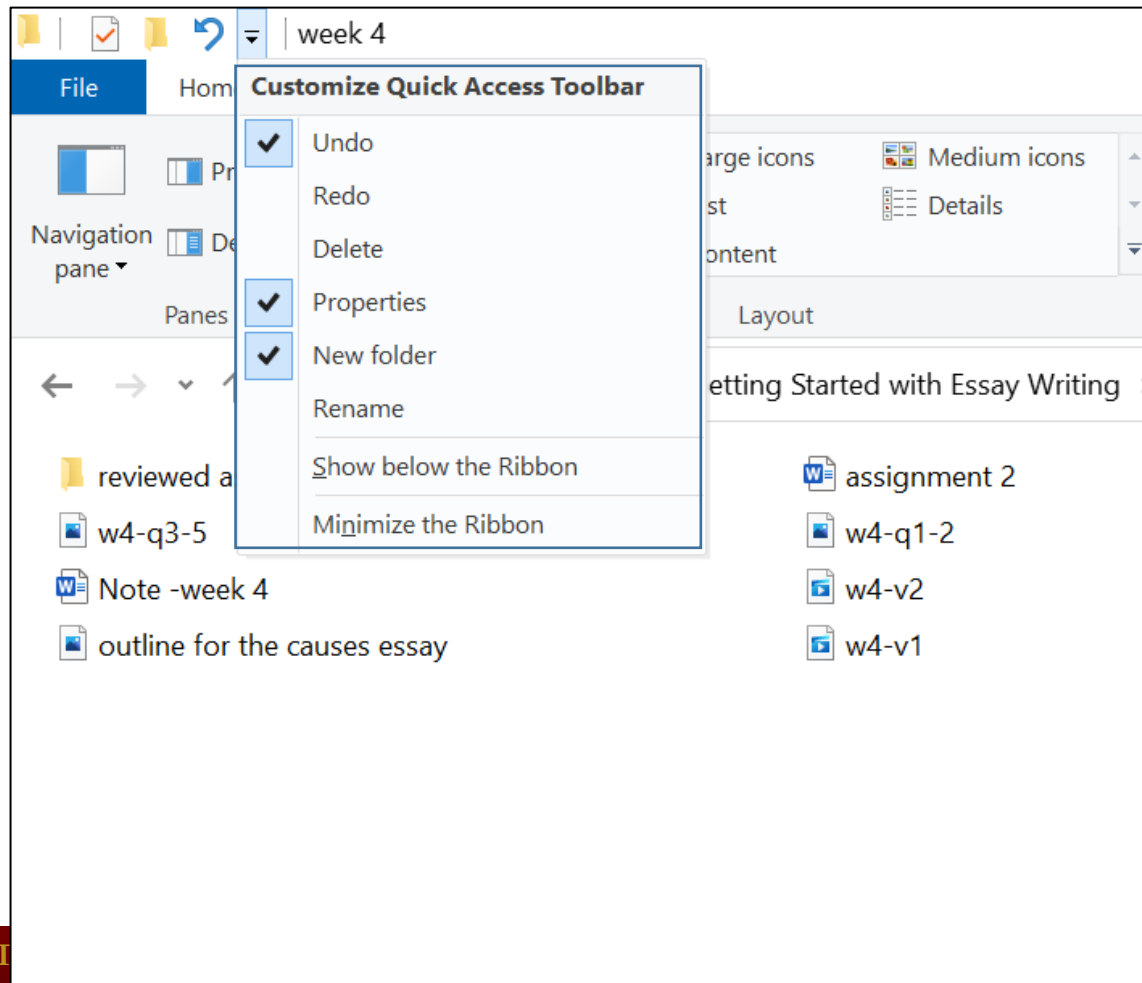
More facilities

- File menu
 - **File > New Window** , to have more File Explorer Windows



More facilities

- Quick access toolbar
 - Fast access to commonly used features



More facilities

- Quick access folder
 - Fast access to commonly used folders
 - Pin any specific folder to Quick access

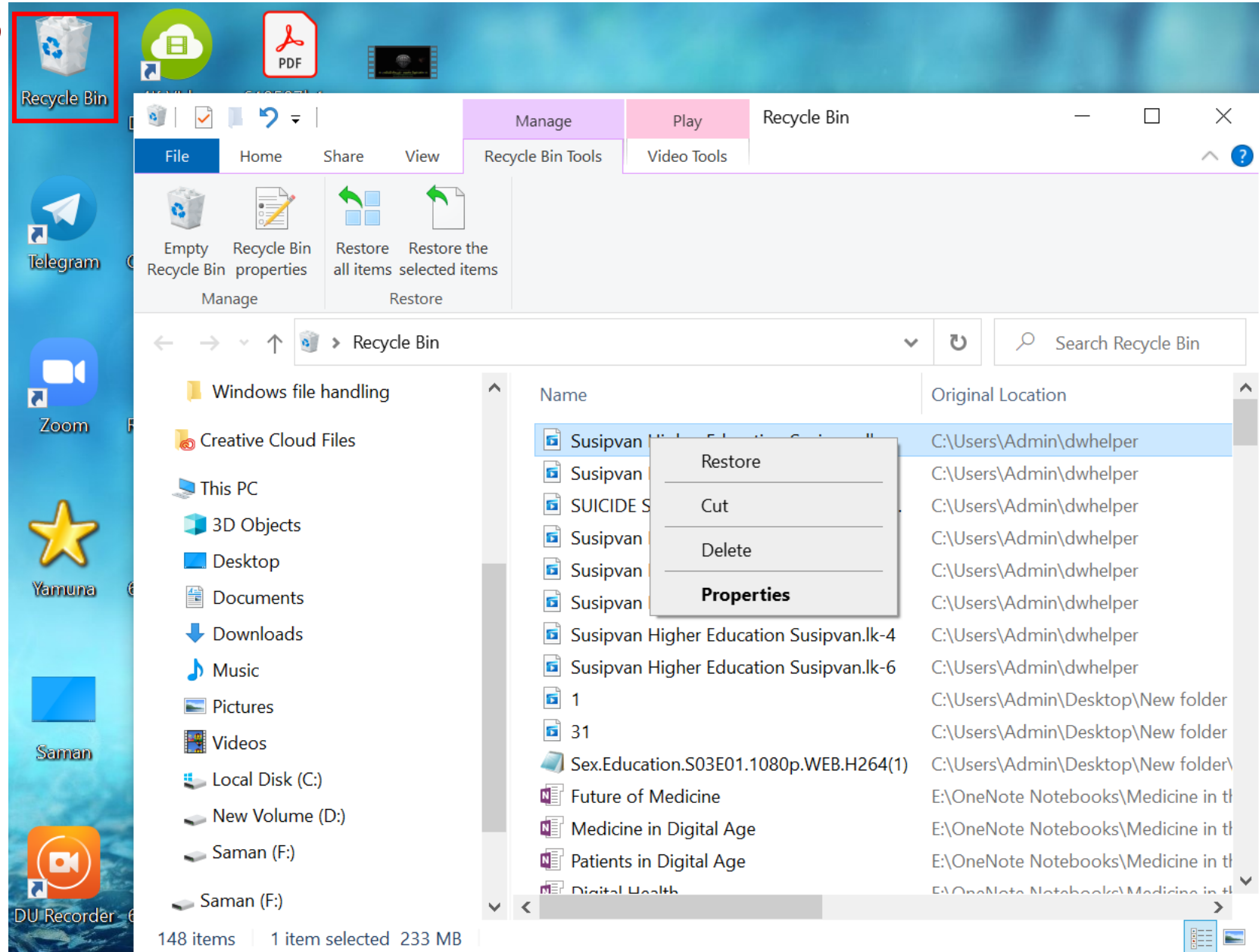
The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Saman (F:) > BMC medical informatics and decision making submission'. The ribbon includes 'File', 'Home', 'Share', and 'View'. The 'View' tab is active, showing options for 'Preview pane', 'Details pane', 'Panels', 'Layout' (Extra large icons, Large icons, Medium icons, Small icons, Tiles, List, Content), 'Current view' (Group by, Add columns, Size all columns to fit), and 'Show/hide' (Item check boxes, File name extensions, Hidden items, Hide selected items, Options). The left sidebar shows 'Quick access' with pinned folders: Desktop, Downloads, Documents, Pictures, Course - Digital Certificate, DU Recorder Videos, pictures - file management, week 4, Windows file handling, Creative Cloud Files, This PC, 3D Objects, Desktop, Documents, Downloads, Music, Pictures, and Videos. The main pane shows a list of folders and files. A context menu is open over the folder 'BMC Medical Informatics and Decision Making...', listing actions such as 'Open', 'Open in new window', 'Pin to Quick access', 'Add to VLC media player's Playlist', 'Play with VLC media player', 'Format Factory', 'Give access to', 'Restore previous versions', 'Scan selected items for viruses', 'Include in library', 'Pin to Start', 'Send to', 'Cut', 'Copy', 'Create shortcut', 'Delete', 'Rename', and 'Properties'. The status bar at the bottom indicates '14 items | 1 item selected'.

Name	Date modified	Type	Size
BMC Medical Informatics and Decision Making ...	7/12/2019 4:19 PM	File folder	
BMC Medical Informatics and Decision Making			
Review process 1			
Covering_letter to editor -CS for Medi Teacher			26 KB
Covering_letter to editor -Moodle log analysis			13 KB
For Midi-informatics v1 -06-12-2019			53 KB
For Midi-informatics v2 -06-13-2019			51 KB
I am Samankumara Hettige form Faculty of M			12 KB
Manuscript -final - no any journal specific form			48 KB
Manuscript -final for Medical Teacher			52 KB
Manuscript for Midi-informatics v1			48 KB
Manuscript for Midi-informatics v2			50 KB
Questionnaire - ver. 2 for printing			29 KB
Questionnaire in the study			29 KB



More facilities

- Recycle Bin
 - Recover deleted files



Exercise 6:

Double click the shortcut **Police Dogs** on the Desktop and open folder.

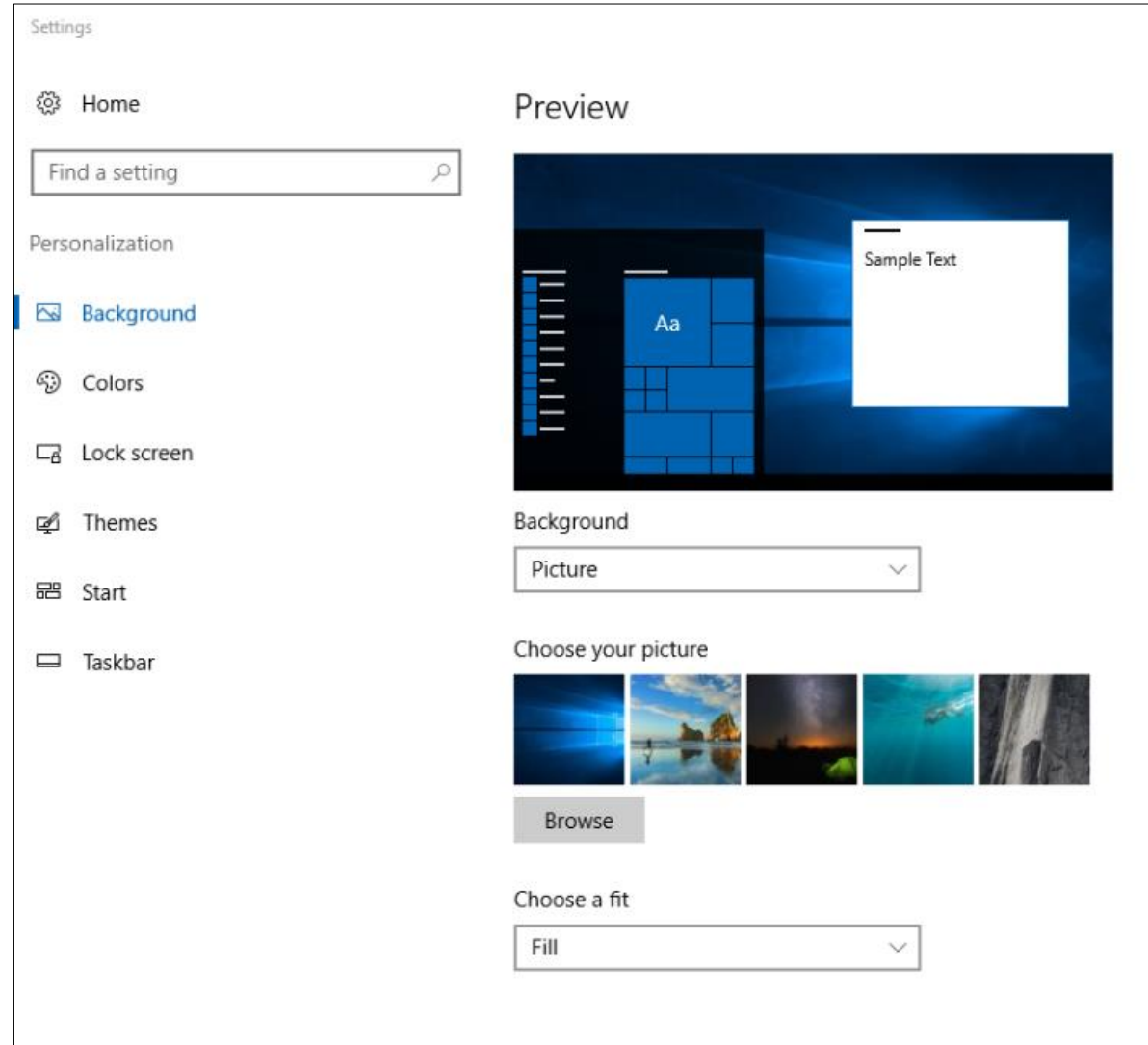
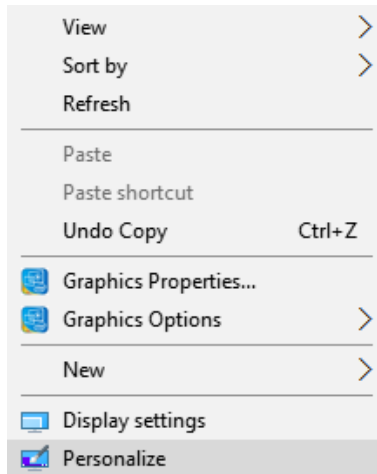
Delete all pictures(files) within **Police Dogs** the folder.

Find them in **Recycle Bin** and restore them again.



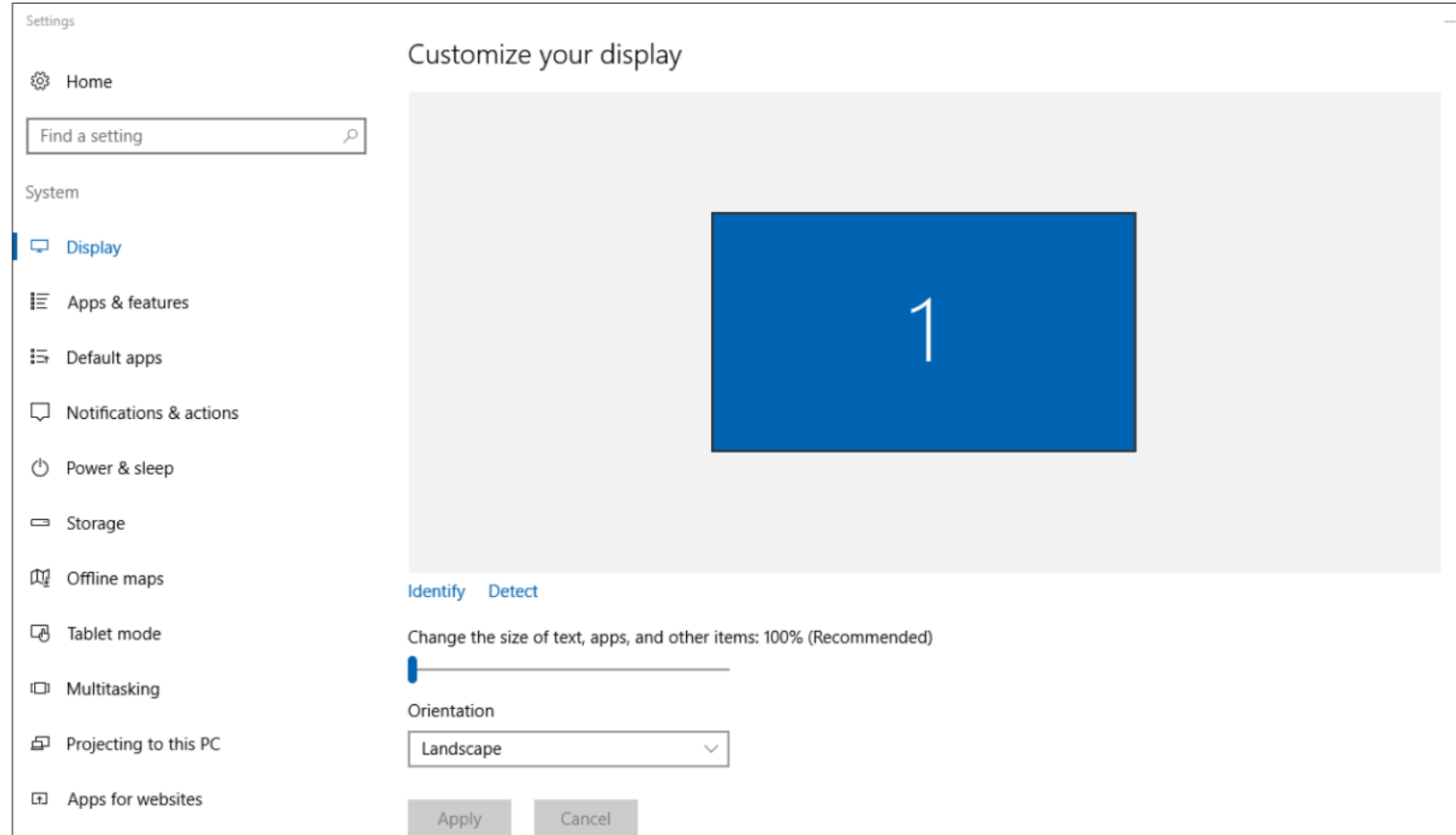
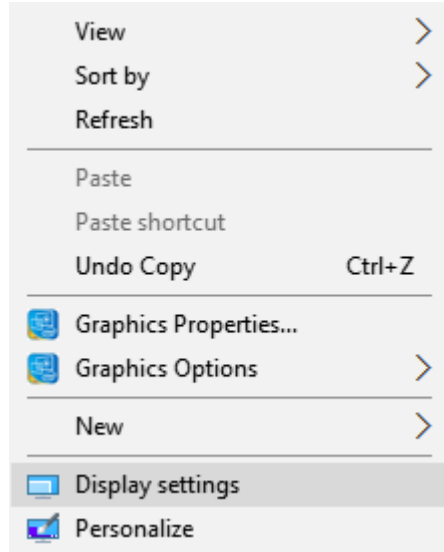
Personalizing your desktop

To change Background



Personalizing your desktop

To change Display Settings



Windows handling

SLCommunityPolicing.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools ques with data.pdf SLCommunityPolic... x

1 / 2 112%

Community Policing Program

The Asia Foundation
Improving Lives, Expanding Opportunities


Partnership for Security and Justice

Still recovering from the effects of a 26-year civil war that ended in 2009, Sri Lanka is now seeing hopeful signs that the relationship between the police and the community is improving. The Asia Foundation's Partnership for Security and Justice - Community Policing program (PSJ) supports the larger institutional reform initiated under the leadership of the Sri Lankan Police Service (SLPS) to support the police in being a more professional and people-friendly service.

Windows taskbar: 4:44 PM 3/31/2017


Snap windows - Keep two windows side by side

The screenshot displays a Windows desktop with two windows snapped side-by-side. On the left is a Google Chrome browser window showing a webpage from the Asia Foundation. The webpage title is "Community Policing Program Partnership for Security and Justice" and features text about police reform in Sri Lanka, along with two photographs of police officers and community members. On the right is a Microsoft Word window titled "Document22 - Word (Product Activation Failed)". The Word ribbon is set to "Home" and shows various text formatting options. The Windows taskbar at the bottom shows the Start button, search icon, and several application icons. The system tray on the right indicates the time is 4:54 PM on 3/31/2017.

Community Policing Program  **The Asia Foundation**
Improving Lives. Expanding Opportunities

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During the war, the police force was often preoccupied with counter-insurgency and national security. As a result, the relationship between communities and the police deteriorated, particularly in the North and East, where police often viewed community members as potential threats to security, as opposed to a constituency they served. However, with the end of the war in 2009, the police service is gradually making the shift from a "securitized" form of policing to a community-oriented one. The Asia Foundation's community policing program targets structural changes by: empowering police stations through increased police-community interaction resulting from community policing forums; encouraging cultural changes by making the police service more people-friendly and more responsive to the needs

NGO partners—to institutionalize community policing practices like community police forums, bicycle patrols, complaint boxes, mobile police service, and community awareness programs. Of particular interest are the community police forums which create a platform to institutionalize monthly dialogues between the police and the community to take joint actions to solve the problems of safety and security in their neighborhoods.

SUPPORT FOR INSTITUTIONALIZING COMMUNITY POLICING

The Asia Foundation has provided support to institutionalize community policing through conducting trainings for new recruits and officers-

SRI LANKA

The Asia Foundation works with the National Police Academy to support Tamil language training for police officers. Each year a total of 1,200 officers participate in the training.

Mendeley is preparing to format your citations...

100%

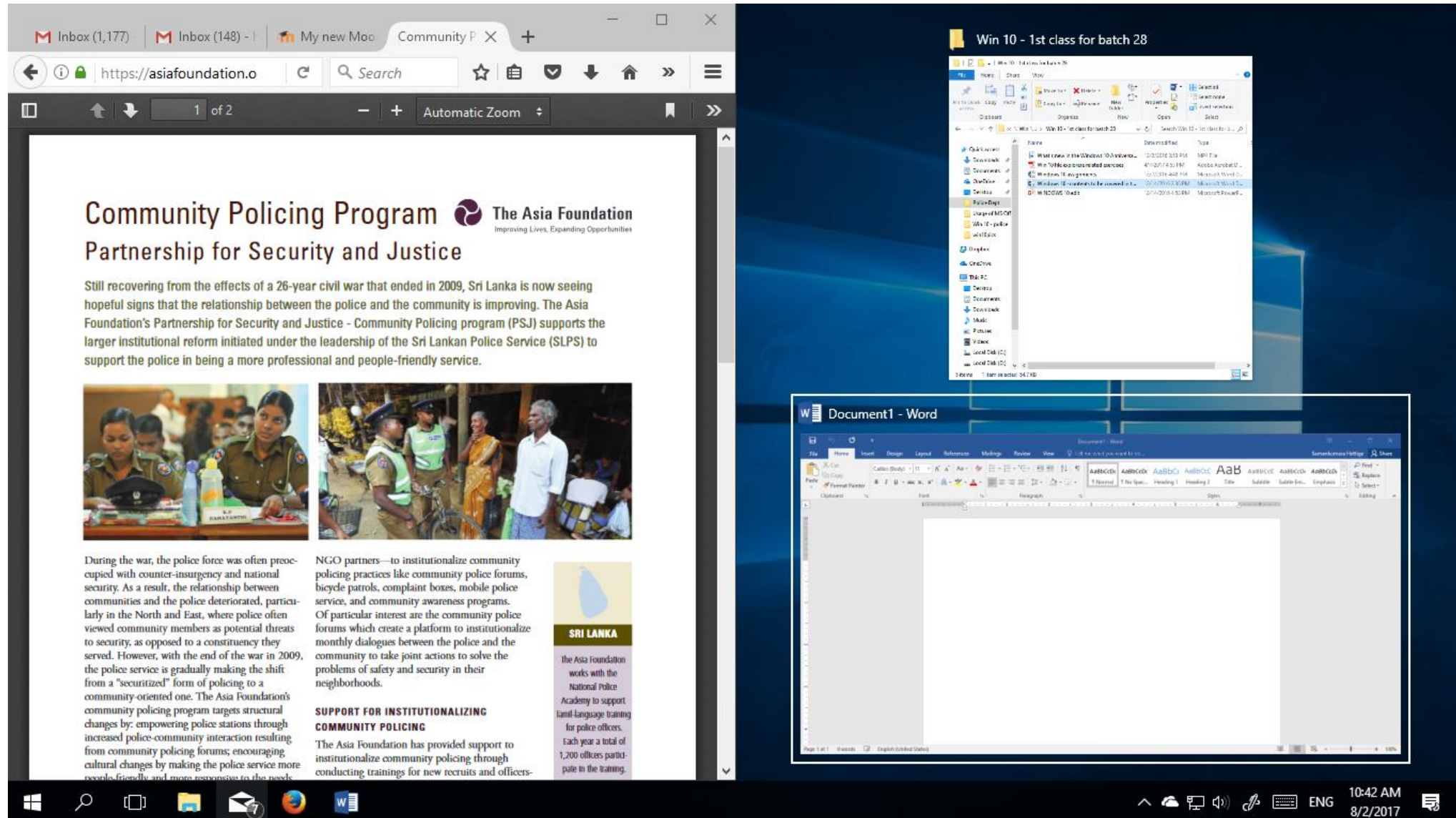
4:54 PM
3/31/2017

Keep two windows side by side



Windows key + ←

Keep two windows side by side



After you pressed **Windows key + ←**

Keep two windows side by side

The image shows a Windows desktop with two windows open side-by-side. The left window is a web browser displaying an article from The Asia Foundation. The right window is Microsoft Word, which is currently blank. The Windows taskbar at the bottom shows the Start button, search icon, and several application icons including File Explorer, Edge, PowerPoint, Word, and Teams. The system tray on the right shows the date and time as 4:54 PM on 3/31/2017.

Web Browser Window:

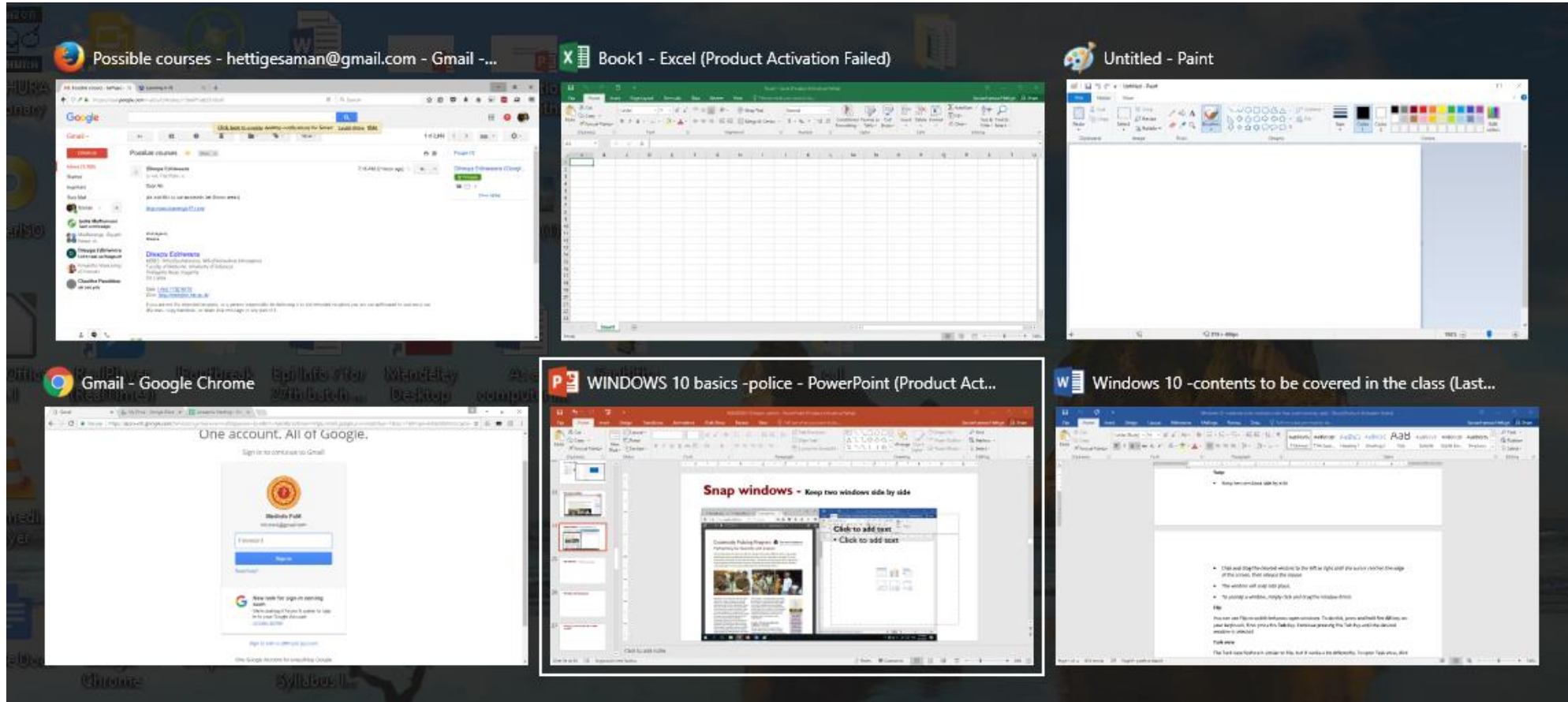
- Address bar: <https://asiafoundation.org>
- Page Title: Community Policing Program
- Logo: The Asia Foundation - Improving Lives, Expanding Opportunities
- Section Header:

Community Policing Program Partnership for Security and Justice
- Text: "Still recovering from the effects of a 26-year civil war that ended in 2009, Sri Lanka is now seeing hopeful signs that the relationship between the police and the community is improving. The Asia Foundation's Partnership for Security and Justice - Community Policing program (PSJ) supports the larger institutional reform initiated under the leadership of the Sri Lankan Police Service (SLPS) to support the police in being a more professional and people-friendly service."
- Images: Two photographs showing police officers interacting with community members. One shows officers at a table, the other shows officers talking to a woman and a man outdoors.
- Text: "During the war, the police force was often preoccupied with counter-insurgency and national security. As a result, the relationship between communities and the police deteriorated, particularly in the North and East, where police often viewed community members as potential threats to security, as opposed to a constituency they served. However, with the end of the war in 2009, the police service is gradually making the shift from a 'securitized' form of policing to a community-oriented one. The Asia Foundation's community policing program targets structural changes by: empowering police stations through increased police-community interaction resulting from community policing forums; encouraging cultural changes by making the police service more people-friendly and more responsive to the needs of the community."
- Text: "NGO partners—to institutionalize community policing practices like community police forums, bicycle patrols, complaint boxes, mobile police service, and community awareness programs. Of particular interest are the community police forums which create a platform to institutionalize monthly dialogues between the police and the community to take joint actions to solve the problems of safety and security in their neighborhoods."
- Section Header: **SUPPORT FOR INSTITUTIONALIZING COMMUNITY POLICING**
- Text: "The Asia Foundation has provided support to institutionalize community policing through conducting trainings for new recruits and officers."
- Image: A map of Sri Lanka.
- Text: **SRI LANKA**
The Asia Foundation works with the National Police Academy to support Tamil-language training for police officers. Each year a total of 1,200 officers participate in the training.

Microsoft Word Window:

- Title Bar: Document22 - Word (Product Activation Failed)
- File Name: Document22 - Word (Product Activation Failed)
- Home Tab: Font (Calibri (Body), 11), Paragraph (B, I, U, Aa, A), Styles, Editing.
- Clipboard: Empty.
- Page Number: 1 of 2.
- Zoom: Automatic Zoom.
- Status Bar: Mendeley is preparing to format your citations... | 100%

Flip windows - switch between open windows.



Alt + Tab

Exercise 7 (Multiple Windows)

Open **File Explorer** and <https://medicine.kln.ac.lk> in a web browser, then keep these two Windows side by side on your Desktop.

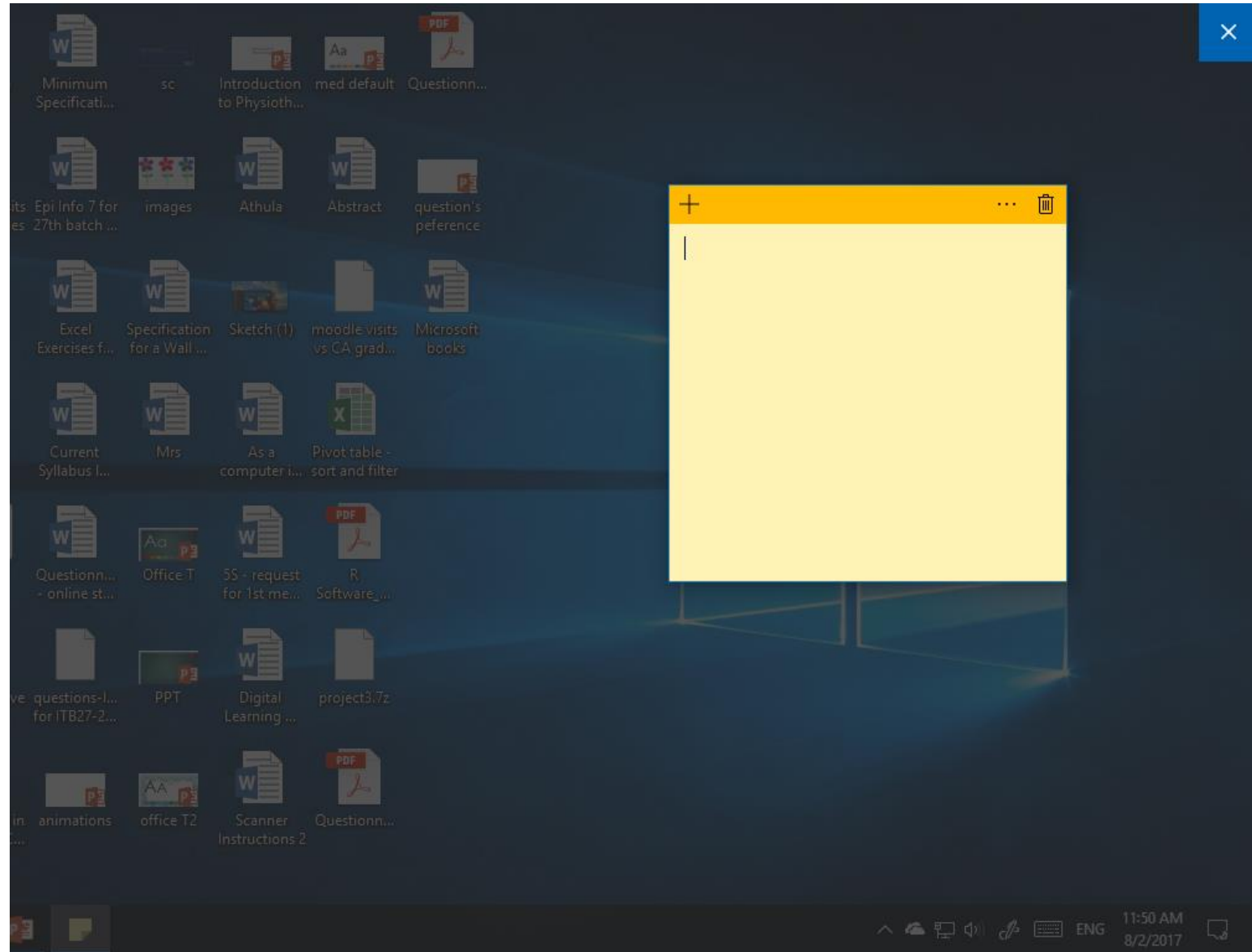
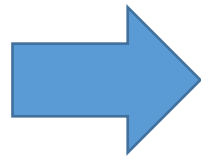
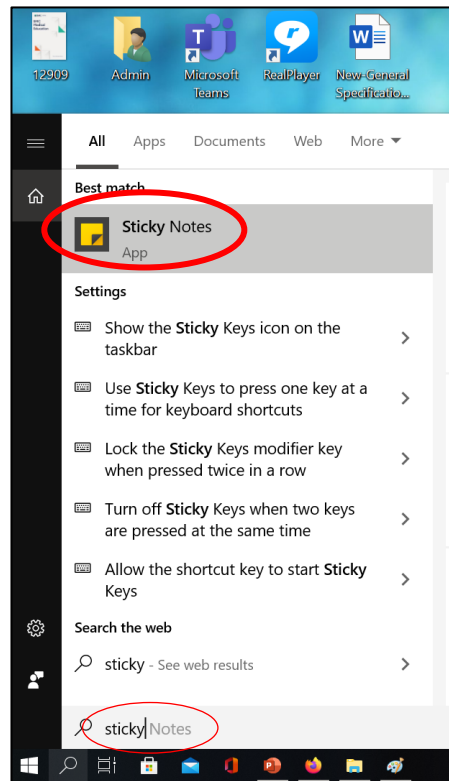
Unsnap the windows

Right click on the taskbar and check how two windows behave when you apply the followings

- I. Cascade windows
- II. Show windows stacked
- III. Show windows side by side



Sticky Notes





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Microsoft books

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Pivot table - sort and filter

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R Software_...

ve questions-l... for ITB27-2...
PPT
Digital Learning ...
project3.7z

in animations ...
office T2
Scanner Instructions-2
Questionn...

+

Submit check at bank
Call 1919 for infromation
Mail the letter to the daughter

Sticky Notes

The image shows a Windows desktop environment. On the left side, there is a taskbar with icons for 'This PC', 'Common Files', 'wallpaper2', 'Mendeley Desktop', 'Recycle Bin', and 'Student'. A yellow sticky note is open in the center, containing the following text:

- Submit check at bank
- Call 1919 for information
- Mail the letter to the daughter

On the right side of the desktop, there is a red sign with white text and icons. The sign reads:

A RESPONSIBLE CITIZEN
When you leave the Computer Center

Below this text are three icons and their corresponding instructions:

- Icon of a chair and keyboard: Chair adjacent to the computer table
- Icon of a computer monitor, keyboard, and mouse: Keep keyboard and mouse in the original position
- Icon of a trash can: Don't leave behind any litter in the Computer Center

At the bottom of the sign, it says: **IT IS YOUR RESPONSIBILITY TO SAVE THESE RESOURCES FOR FUTURE GENERATION!**

The Windows taskbar at the bottom shows the Start button, search icon, task view icon, and system tray with the date and time: 1:21 PM, 3/22/2017.

Exercise 8 : Sticky notes

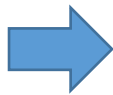
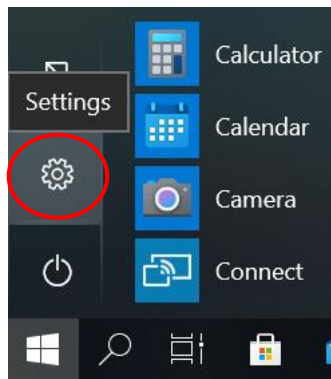
When you leave home this morning, your wife asked you to take the daughter from the nursery at 12 noon today. But you are suspicious whether you forget this with the workload at the office.

Write a sticky note to remind you of this while you work on the computer at the office

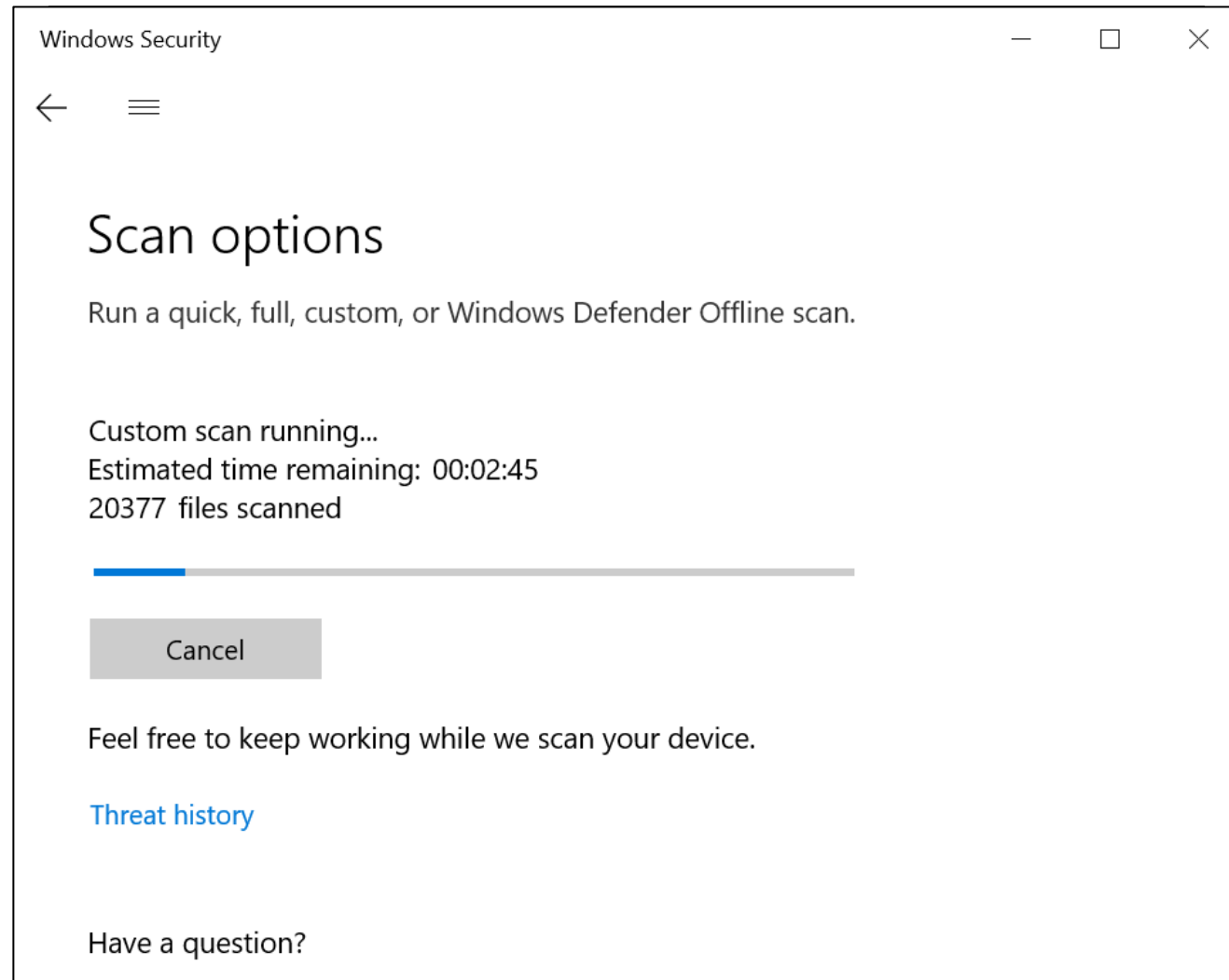


Security and Maintenance

- Windows Security
 - Virus & threat protection in Windows Security provides antivirus and malware protection for your computer

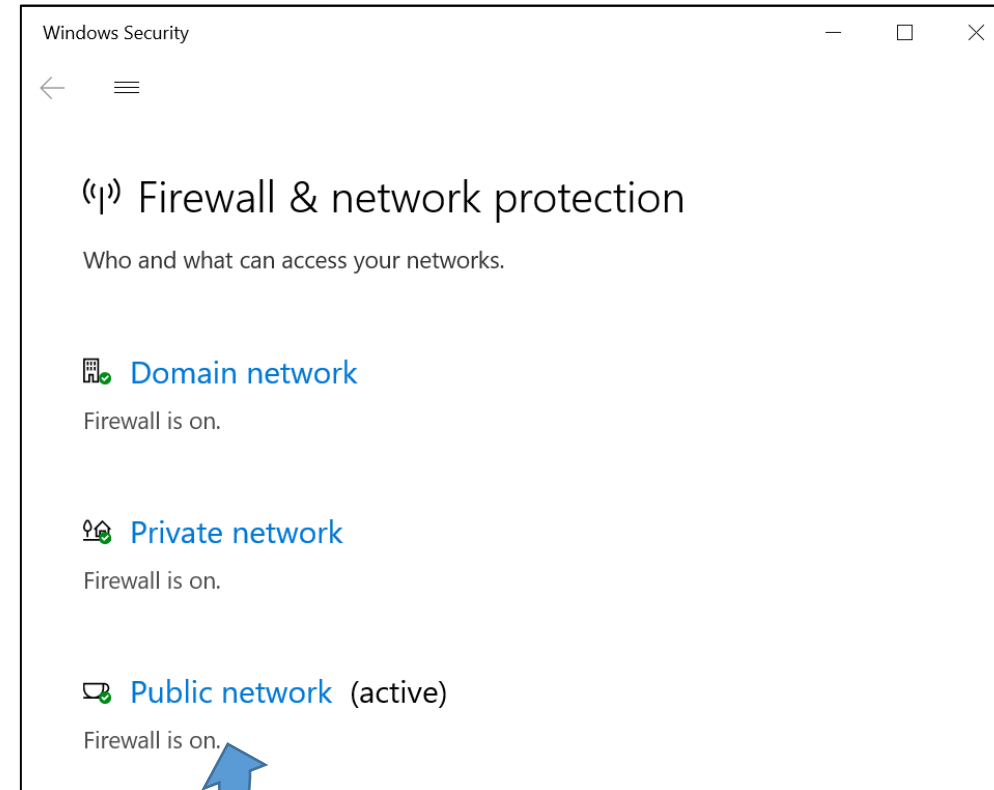
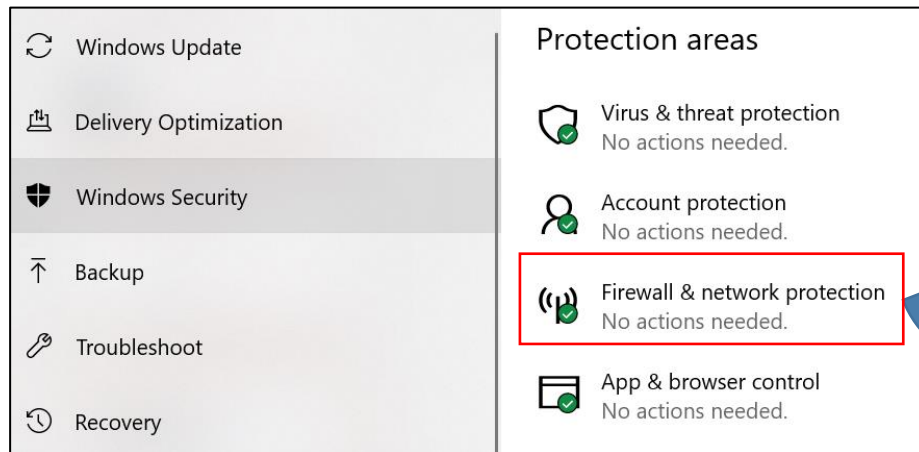


Security and Maintenance



Security and Maintenance

- Windows Firewall
 - By default, Windows will protect your Internet connection with Windows Firewall. A firewall prevents unauthorized access from external connections and helps protect your network from threats that could harm your computer.
 - Go to Setting > Update & Security > Windows Security



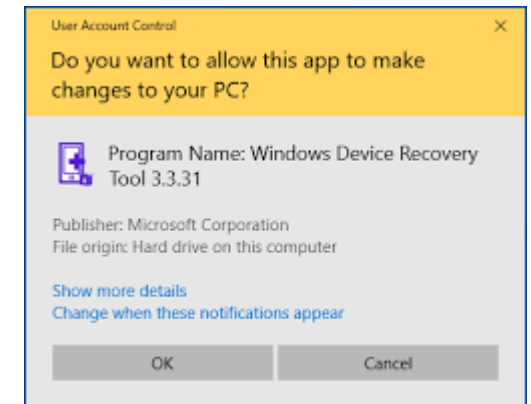
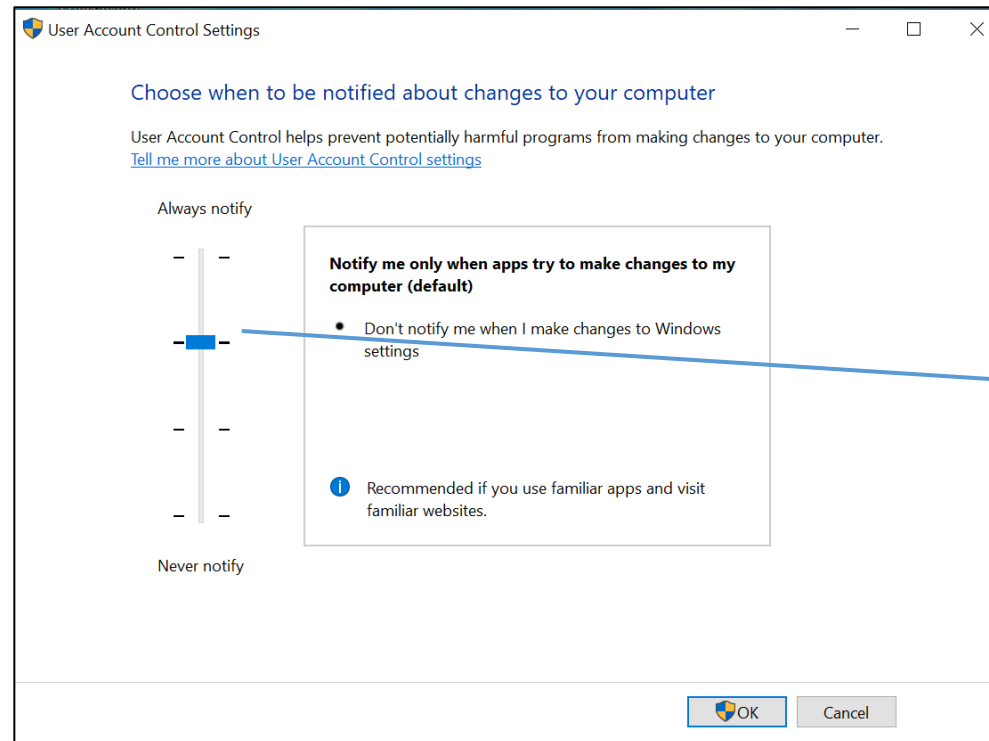
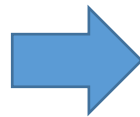
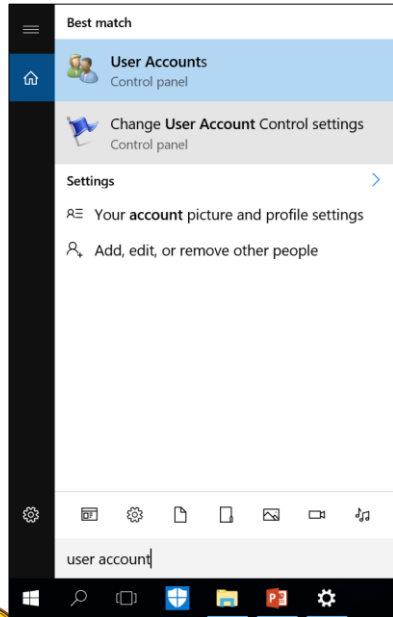
Exercise 9 : Windows defender

Scan drive D in your computer for viruses.



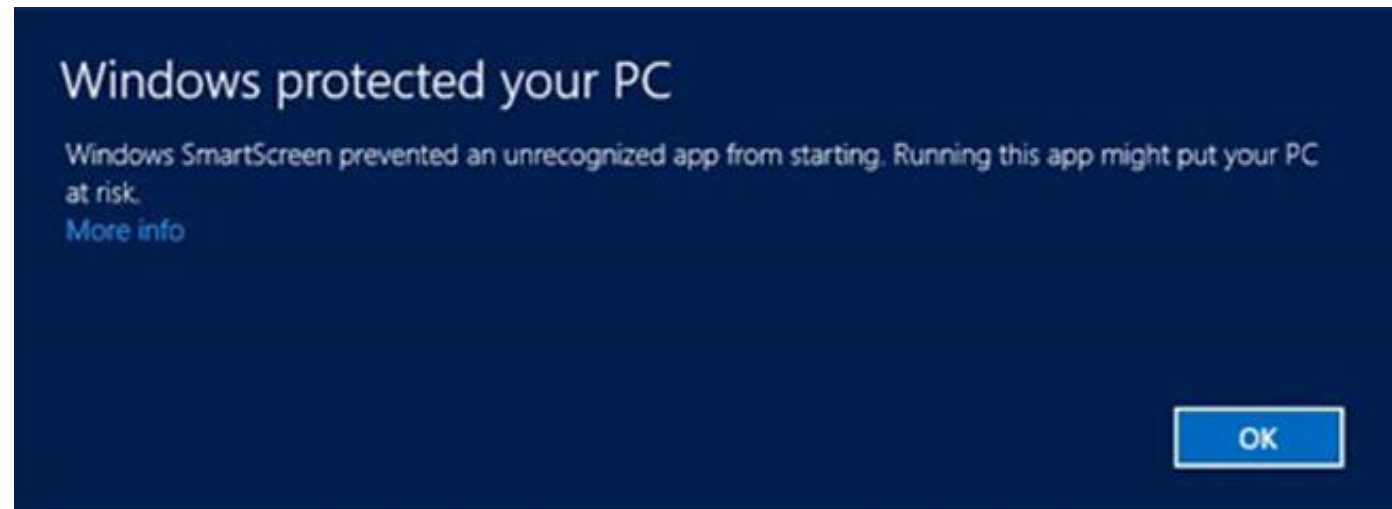
Security and Maintenance

- User Account Control
 - User Account Control warns you when a program or user attempts to change your computer's settings. Your screen will be temporarily locked until an Administrator can confirm the changes.



Security and Maintenance

- Windows SmartScreen
 - Whenever your computer detects a security threat from a file or application, Windows SmartScreen will notify you with a full-screen warning. Whenever you see this warning screen, you should choose not to open the file or application unless you can verify that it will not damage your computer.



More Exercise....

- You may download more **Windows 10 exercises** from the following link.
- <https://medicine.kln.ac.lk/index.php/hdci-reading-materials.html>



THANK YOU

