


Windows 10 exercises

Exercise 1

In this exercise you will learn how to jump to an app in a situation where you have opened several apps already.

Open at least 5 apps (programs). Test the following three methods to jump to the app you want to open.



1. Click the **Task View** button in the **Taskbar** and scroll and select the app you want to open.
2. Press  + **Tab** and scroll and select the app you want to open.
3. Press **Alt** + **Tab** and press **Tab** key continuously while pressing **Alt** key until you find the app you want to open.

Exercise 2

In this exercise you will learn how to keep two windows side by side.

Open the two programs, Microsoft Word and any internet browser. Keep Word and browser windows side by side.

You want to copy some text from a web page and paste into Word document. And you want to keep both windows open side by side and then copy text from web page and paste them in to Word document

Hint: Click and drag a window's title bar to the right side of the screen, and select a window thumbnail for the left side of the screen. Or, press  + → or  + ←.

Usage: You want to copy some text from a web page and paste into Word document while keeping keep both windows open side by side.

Exercise 3

In this exercise, you will practice working with File Explorer windows.

1. In the Window taskbar, click the **File Explorer** icon.
2. Click the **Maximize** button at the top right corner of the window.

3. Click the **Minimize** button. The File Explorer window disappears from the screen. Notice that the File Explorer icon now displays with a line beneath it, indicating that it is a button. You can access the File Explorer window from its taskbar button.
4. Click the **File Explorer** button on the taskbar to redisplay the maximized File Explorer window.
5. Click the **Restore Down** button at the top right corner of the window to reduce its size.
6. In the Navigation pane, under the Quick Access heading, click **Desktop** to view the contents of the Desktop in the Contents pane.
7. At the bottom right corner of the Contents pane, click each of the two view buttons to compare the views. Ensure that thumbnails are displayed before proceeding to the next step.
8. Click the **View** tab in the ribbon, then in the Layout group, click **List**. Now the names of the files and folders display in a list.
9. Click the **Close** button to close the File Explorer window. The window is removed from the screen, and the File Explorer button in the taskbar becomes an icon (without an underline) once again.

Exercise 4

In this exercise, you will move a window around the screen and resize it.

1. Click the **File Explorer** icon in the taskbar.
2. If the window appears full screen, click the **Restore Down** button.
3. Position the mouse pointer in the title bar of the window, then click and drag the window to a new position on the desktop.
4. Practice moving the window around to several different locations.
5. Move the mouse pointer to the right edge of the window and hold the mouse over the border until the pointer changes to a horizontal double-headed arrow.
6. Drag the border to approximately one inch (2.5 cm) from the right side of the screen.
7. Move the mouse pointer to the lower right corner of the window and drag the corner of the window until the window is approximately half the current size.
8. Resize the window to approximately the size it was originally.
9. Click **Close** to close the File Explorer window.

Exercise 5

In this exercise, you will create, and rename folders and, create shortcuts to folders.

1. In the Window taskbar, click the **File Explorer** icon.
2. In the Navigation pane on left, double-click **Pictures**. You are now viewing the files and folders in the Windows **Pictures** folder.
3. Click **New folder** in the Quick Access toolbar to create a new item near the top of the Contents pane.
4. Type your first and last name for the new folder and press ENTER.
5. Double-click your new folder to view the contents (it should be empty).

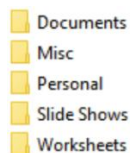
Now, create some subfolders within your folder.

6. In the Contents pane, right-click to display the shortcut menu, click **New**, and then click **Folder**.
7. Type: Personal and press ENTER. You have created a new folder that resides within the folder with your name in the *Pictures* folder.
8. Move up one level by clicking **Pictures** in the Address bar, as shown in the following.



You should now be looking at the contents of the *Pictures* folder. You can use the path in the Address bar to help you navigate quickly to a specific location.

9. Double-click the folder with your name once again to move back down one level.
10. In the Contents pane, right-click, click **New**, and then **Folder**.
11. Type: Worksheets as the name of the new folder and press ENTER.
12. Repeat steps 10 and 11 to create the *Documents*, *Misc*, and *Slide Shows* folders. When you are finished, your folders should display as shown:



Now, try renaming a folder.

13. In the Contents pane in the File Explorer window, right-click the **Documents** folder, then click **Rename** in the shortcut menu.
14. Type: Docs and press ENTER. The folder is renamed.

Now, try creating a shortcut on the Desktop that will take you to the *Personal* folder inside the folder with your name.

15. In the Navigation pane in the File Explorer window, under This PC, click **Desktop**. The desktop contents display in the Contents pane.
16. Right-click in a blank area of the Contents pane, click **New**, and click **Shortcut**.
17. Click the **Browse** button.
18. In the Browse for Files or Folders dialog box, click **This PC**, then click **Pictures**, then click **<your name>**, then click **Personal** and click **OK** to set the target for the shortcut.
19. In the Create Shortcut wizard, click **Next**.
20. Type: JustMe in the Type a name for this shortcut box, to specify a new name for the shortcut.
21. Click **Finish**. Windows creates the shortcut on the Desktop.
22. Minimize the File Explorer window.
23. On the Desktop, double-click the **JustMe** shortcut. Windows opens a new File Explorer window and shows the contents of the *Pictures\<your name>\Personal* folder.
24. Close all open File Explorer windows.

Exercise 6

In this exercise, you will use different views in File Explorer.

First, you will change the location that is displayed automatically when File Explorer launches.

1. Click the **File Explorer** icon in the taskbar to open File Explorer. By default, File Explorer opens to show Quick access. (Windows keeps track of your recently used files and folders and adds them to the Quick access list.) You can, however, specify that you want File Explorer to open to This PC.
2. In the File Explorer window, click the **File** menu, then click **Change folder and search options**.
3. At the top of the General tab of the Folder Options dialog box, display the Open File Explorer to dropdown list and click **This PC**.
4. Click **Apply**, then click **OK**.
5. Close and then re-open File Explorer. Now, File Explorer opens to This PC.

Now, use a shortcut to open a folder in File Explorer.

6. Close the File Explorer window again.
7. On the Desktop, double-click the **JustMe** shortcut to display the folder in File Explorer.

8. In the Address bar, click **Pictures** to jump to that folder.

Now, try some different views.

9. Right-click a blank area in the Contents pane, point to **View**, then click **Tiles** to display the contents of the folder as tiles.

10. Click the **View** tab, then in the Layout section, click **List**.

11. Click the **View** tab, then in the Layout section, click **Details**.

12. Click the **Date modified** column heading to sort the contents by date.

13. Click the **Type** column heading to sort the contents by file type.

14. Try changing the view a few more times to see what you like.

15. Make **Name** the last heading sort and **List** the last view style you apply

Exercise 7

In this exercise, you will delete files and folders and work with the Recycle Bin.

As there are no files in your folders, first create a file and then delete it. In order to create a text file, open **Notepad** and write your name and save it as **my name** in the *Personal* folder.

1. Ensure that you are viewing your folder in the File Explorer window.

2. Open the *Personal* folder, select the *my name* file, then press DELETE to delete the file and move it to the Recycle Bin.

3. Move up one level to your folder, then right-click the *Misc* folder and click **Delete** in the shortcut menu to delete the folder and move it to the Recycle Bin.

Now, restore the folder.

4. On the Desktop, double-click the **Recycle Bin** icon to open the Recycle Bin.

5. Select the **Misc** folder, then click the **Manage** tab and click **Restore the selected items**. The *Misc* folder is restored to its previous location.

6. Close the Recycle Bin, then in the File Explorer window, navigate to your folder if necessary to verify that the *Misc* folder has been restored.

7. In the Address bar, click *Pictures* to move up one level.

Next you will delete your folder and the Desktop shortcut and then empty the Recycle Bin.

8. Right-click your folder, then click **Delete**. Your folder is deleted and moved to the Recycle Bin.

9. On the Desktop, right-click the **JustMe** shortcut, then click **Delete**. Your shortcut is deleted and moved to the Recycle Bin.

10. On the Desktop, right-click the Recycle Bin, then click **Empty Recycle Bin**. Click **Yes** to confirm that you want to permanently delete the contents of the Recycle Bin.
11. Close the File Explorer window.