




Desktop Introduction


What are icons and apps, using finder and search functions

Once you've logged in, the desktop is shown on the screen. There are a number of small images called icons on the desktop . These show information about your computer's apps or applications. An app is a type of software that lets you carry out specific tasks.

The bar at the bottom of the screen is called the taskbar and you will see apps that you are likely to use regularly here.



At the far right of the taskbar you can find the time and date and by left clicking on this area a calendar will pop up. You will also see a volume control and information about the internet connection and the battery of your laptop.

If you move your mouse over these icons, text will appear showing you the name of the app. If you left click on the icon , File Explorer will open. Clicking is usually done with the left button on the mouse.

File Explorer

The left hand list gives you access to your documents and pictures, as well as your storage devices. It also shows frequently used folders and network devices. The Frequent folders section on the right shows the folders you use often so that you can access them quickly. The Recent files section in the lower part on the right shows files and documents that you've opened recently.



Search

To the left of the task bar, you will see a magnifying glass and “Type here to search”. If you click on this and start typing, you can search the computer for any files or apps that you would like to open. Files are items you have created within a programme, for example a letter in LibreOffice Writer, or a photo downloaded from the internet.



Start menu

If you look at the bottom left of the desktop, you will see the Start button




where you access the Start menu. You can access everything on your laptop from here.

Click the Start button to see all the apps that are on your computer. In the left hand column you can see a list of all apps listed in alphabetical order. To open an app, quickly click twice on it with the mouse – this is called “double-clicking”.

You can also create shortcuts to your favourite apps on your computer. These will appear on the desktop as icons. You can create a shortcut by finding the app in the list you see when you click the start button – click and hold down the mouse button and then drag the icon onto your desktop.

The task bar will show any apps that you’ve opened. Every time you start a new app, an icon will appear in the task bar. When you click one of these icons, it will take you back to that app.



It is a good idea to close each app when you are finished using it. This is done by clicking on the small X in the top right corner of the app . If you are using an app where you might have created a document, such as Writer, a pop-up will appear asking if you would like to save your work. Make sure to click yes! If it’s a new document a box will appear where you can give your document a name, such as Rosie’s CV.