



(646)758-6606

support@candootech.com

candootech.com



Candoo How to **Windows 10, Part 1**

To print this guide, go to “File” and click “Print”.

Table of Contents

Overview of the desktop, taskbar, and the start menu

How to adjust the volume

How to Connect to Wifi

How to adjust the font size

How to change desktop and lock screen background

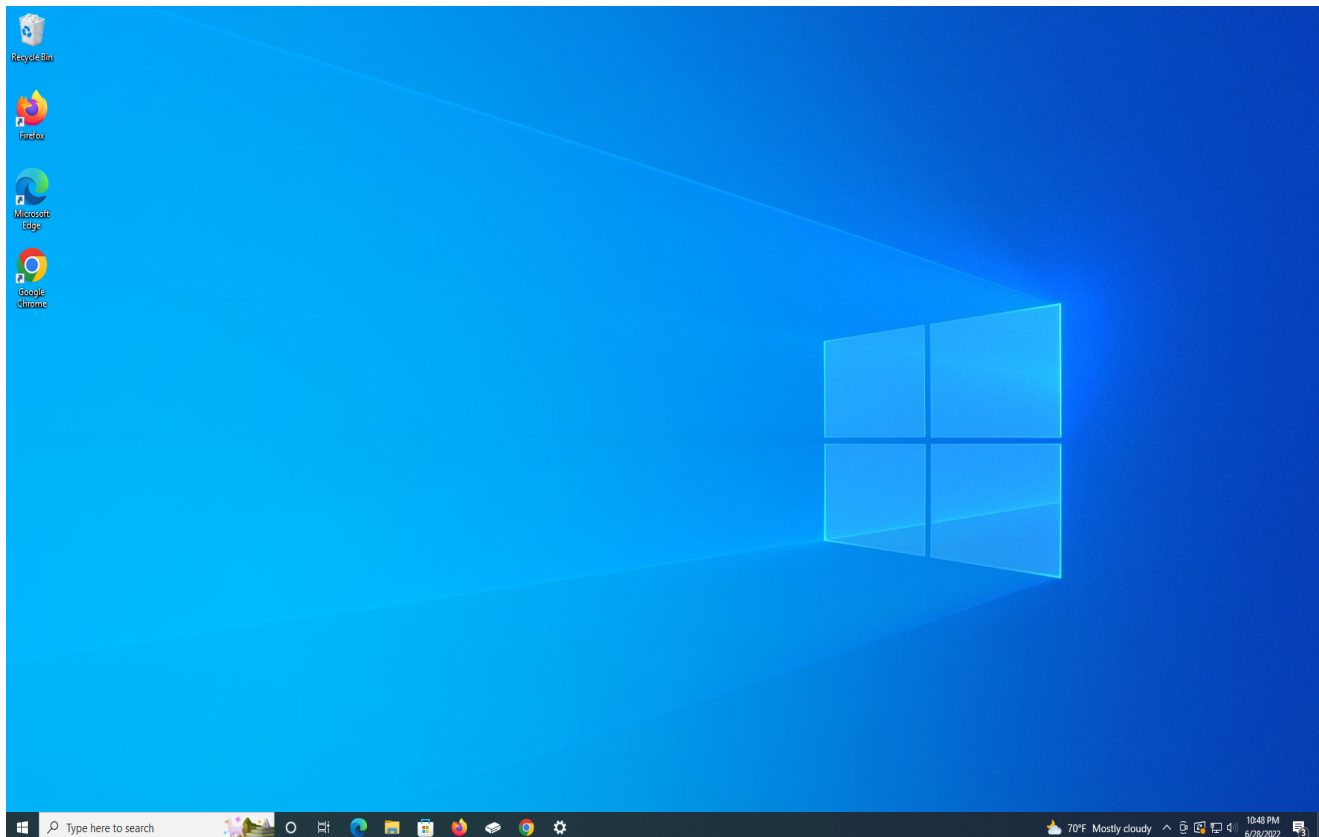
How to locate downloaded files in file explorer



Microsoft Windows is a personal computer system that allows people to use different applications to access the internet, create word documents, save or create pictures/music and so much more. In this guide, we will explore How to navigate the desktop windows, connect to wifi, change backgrounds, download apps from the windows store, search for files in the file explorer, and protect your PC with windows defender.

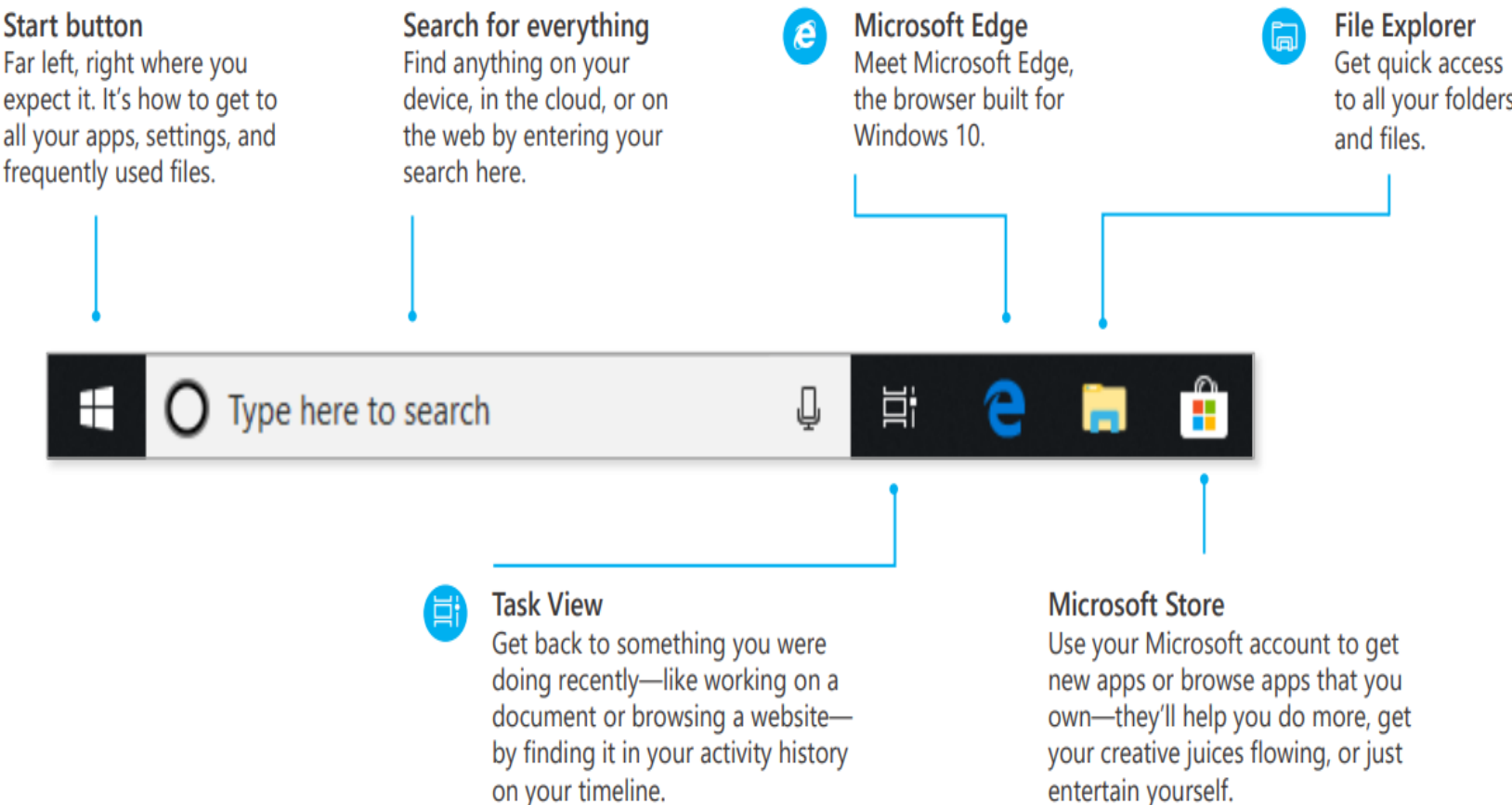
Overview of the desktop, taskbar, and the start menu

After logging in to Windows 10 the desktop will appear. On the desktop, there are icons that can open up files, folders, or applications. Here is an example of a Windows desktop.

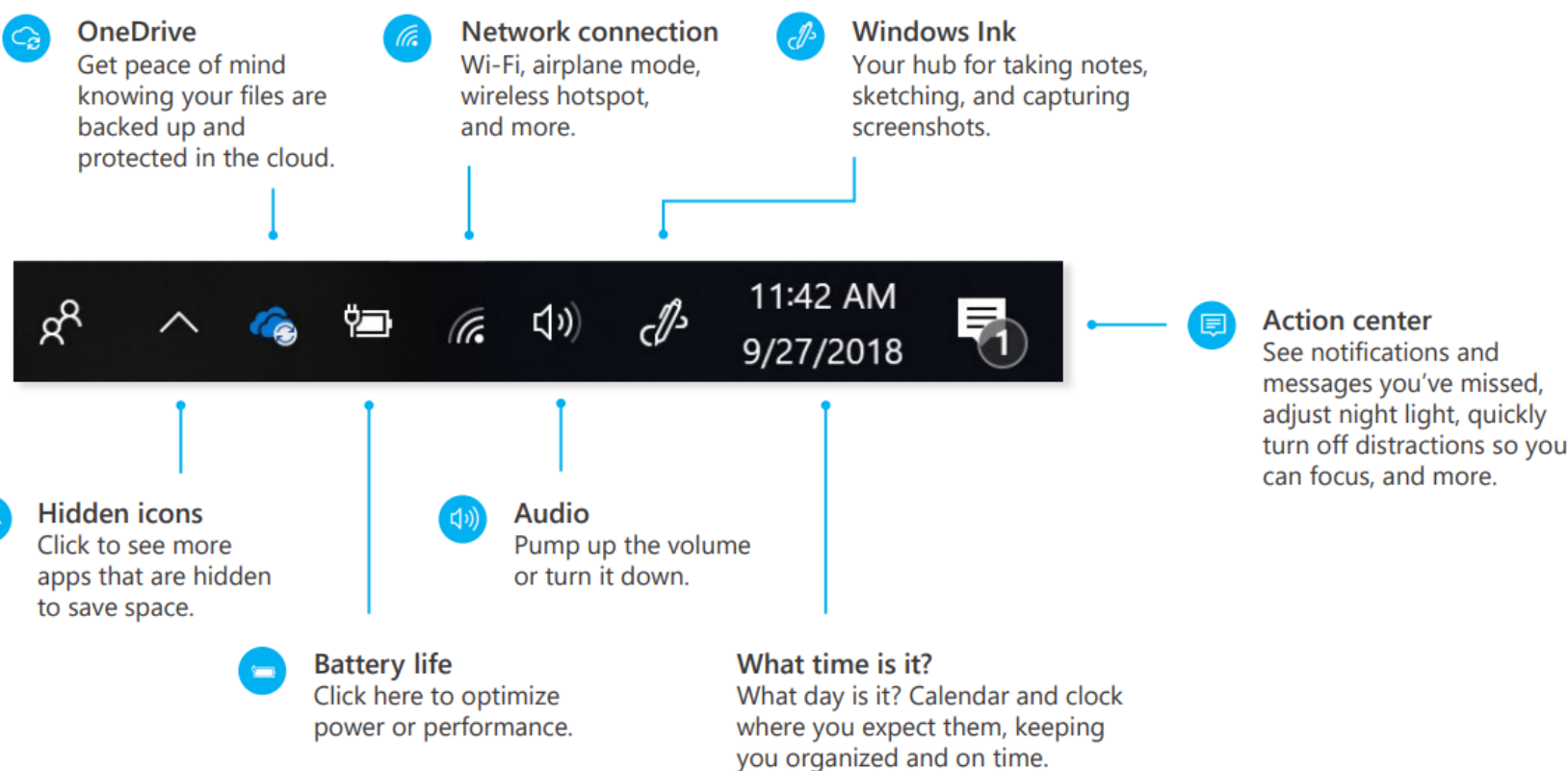


The Taskbar

The taskbar is at the bottom of the screen on Windows 10 and provides different functions/applications to use. The picture shows the taskbar on the bottom left-hand side.



This is an example of the taskbar on the bottom right-hand side.



**** Disclaimer: some icons may vary depending on what device Windows is on.****

The Start Menu

To start looking for applications, restart the computer or access the computer settings click the start button icon on the bottom left-hand corner.



Once clicked the start menu will appear in the bottom right-hand corner and will look similar to this picture.



The Start button

In the lower-left corner, it puts what you need at your fingertips.



Find files

Quickly access your Documents folder



Find Pictures



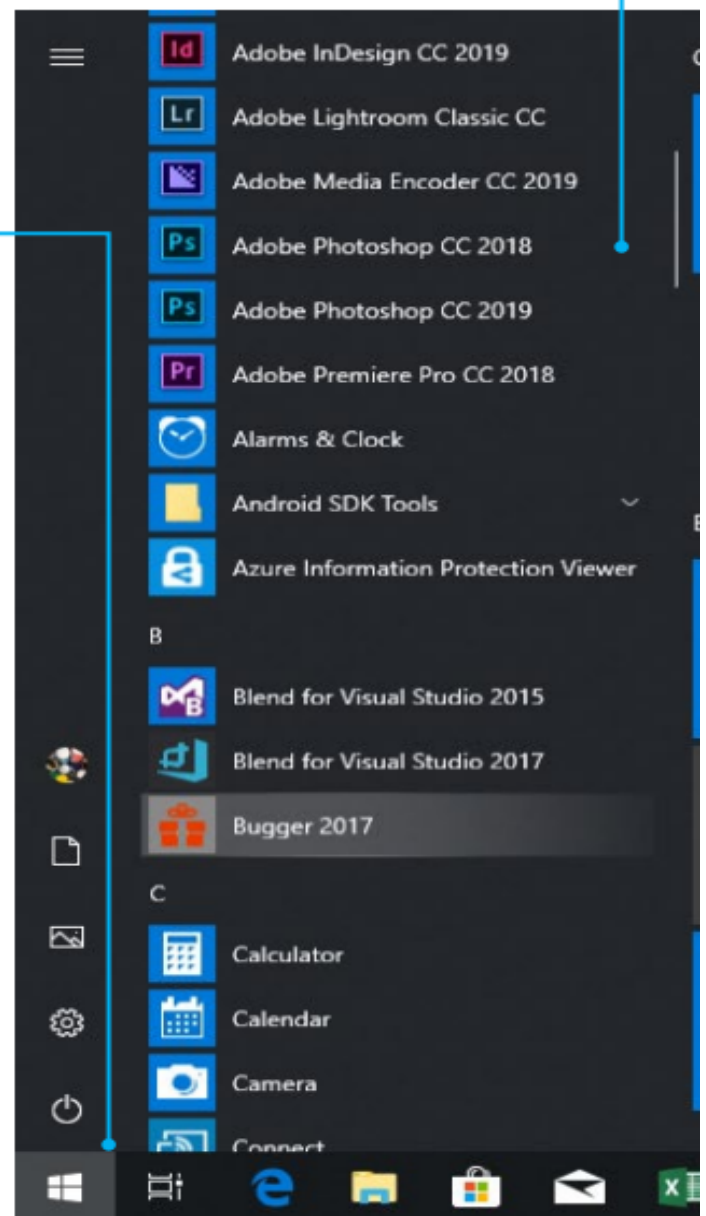
Settings

Personalize the defaults. Monitors, networks, printers, and more.



Power options

On, off, and restart.



How to adjust the volume

Step 1

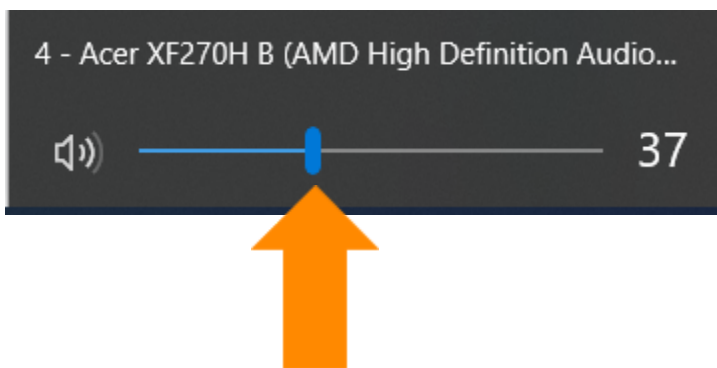
To adjust the volume of the computer Locate the volume Icon on the right-hand side of the taskbar and click on the icon.

Here is an example of the volume icon



Step 2

To adjust the volume click and drag the blue slider icon to the left to lower the volume or to the right to raise the volume



Some laptops and desktop computers do come with the ability to raise/lower the volume with the keyboard just look for the same speaker icon on the keyboard.

How to Connect to wifi

Step 1

To connect to the wifi locate the wifi icon on the taskbar and click on it.



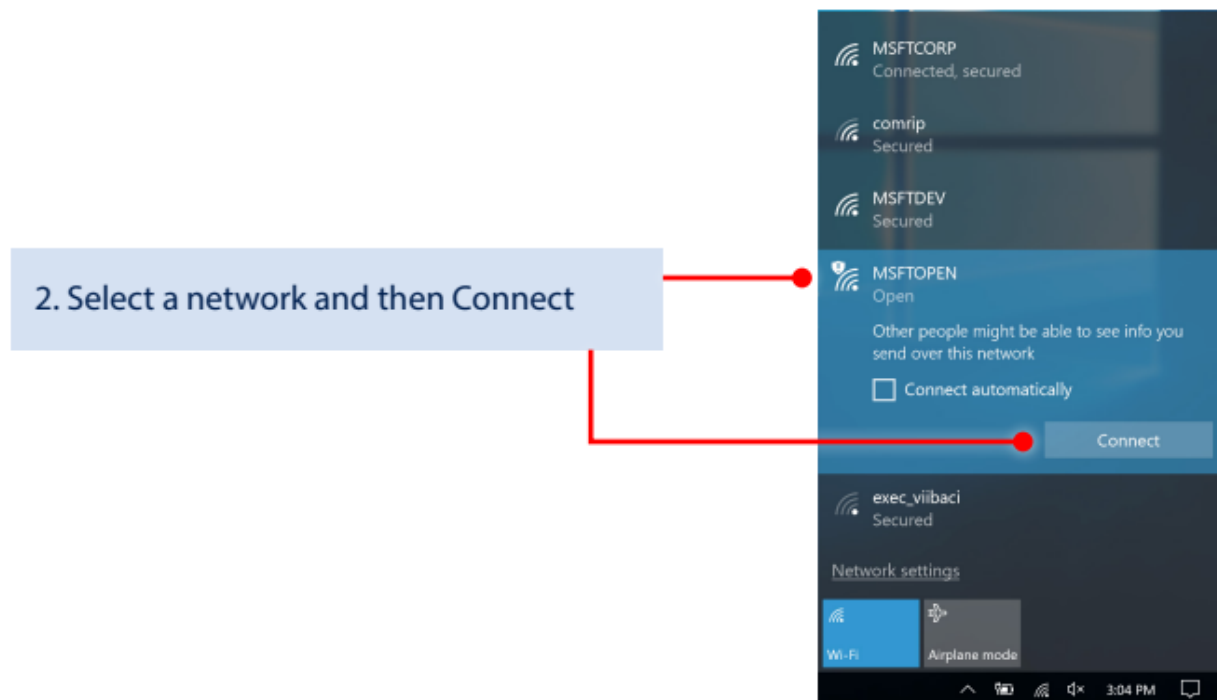
1. Select Wi-Fi

It's on the taskbar in the lower right corner of the desktop.



Step 2

After locating the wifi icon there will be a list of wifi connections click on your connection and click connect.



After clicking connect enter the password for the wifi connection and the computer will connect to the wifi.

How to adjust the font size

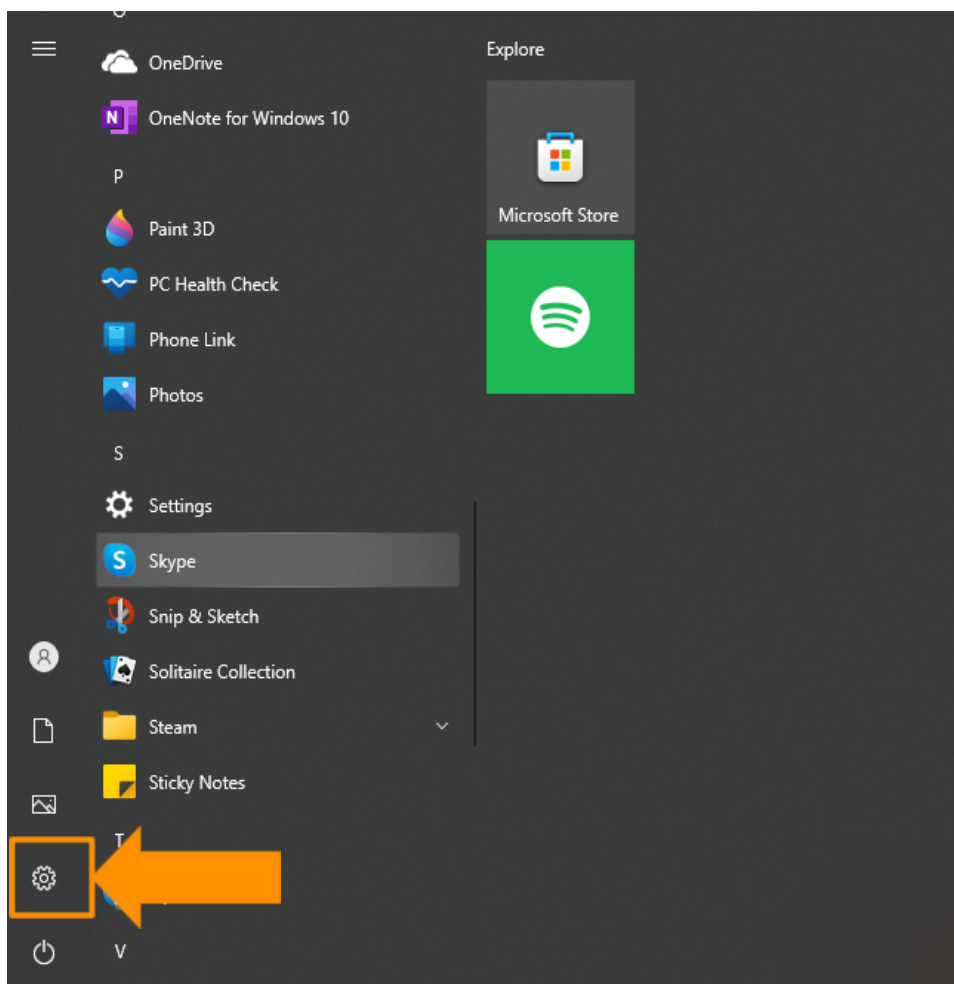
Step 1



First click on the start menu icon on the left-hand corner of the taskbar.

Step 2

On the start menu click on the gear icon to access the computer settings.





(646)758-6606

support@candootech.com

candootech.com

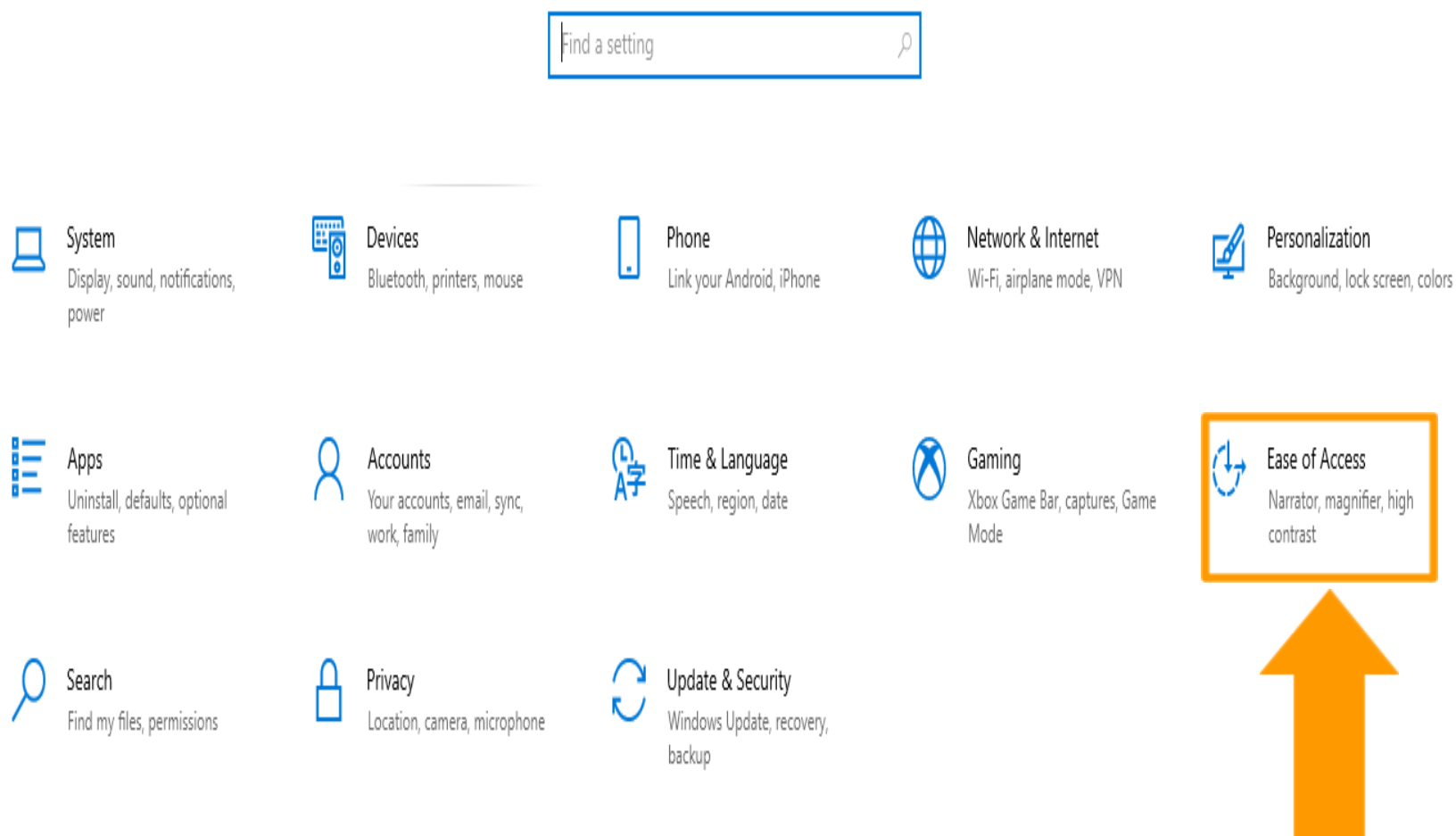
Step 3

In settings we are going to click on Ease of Access.



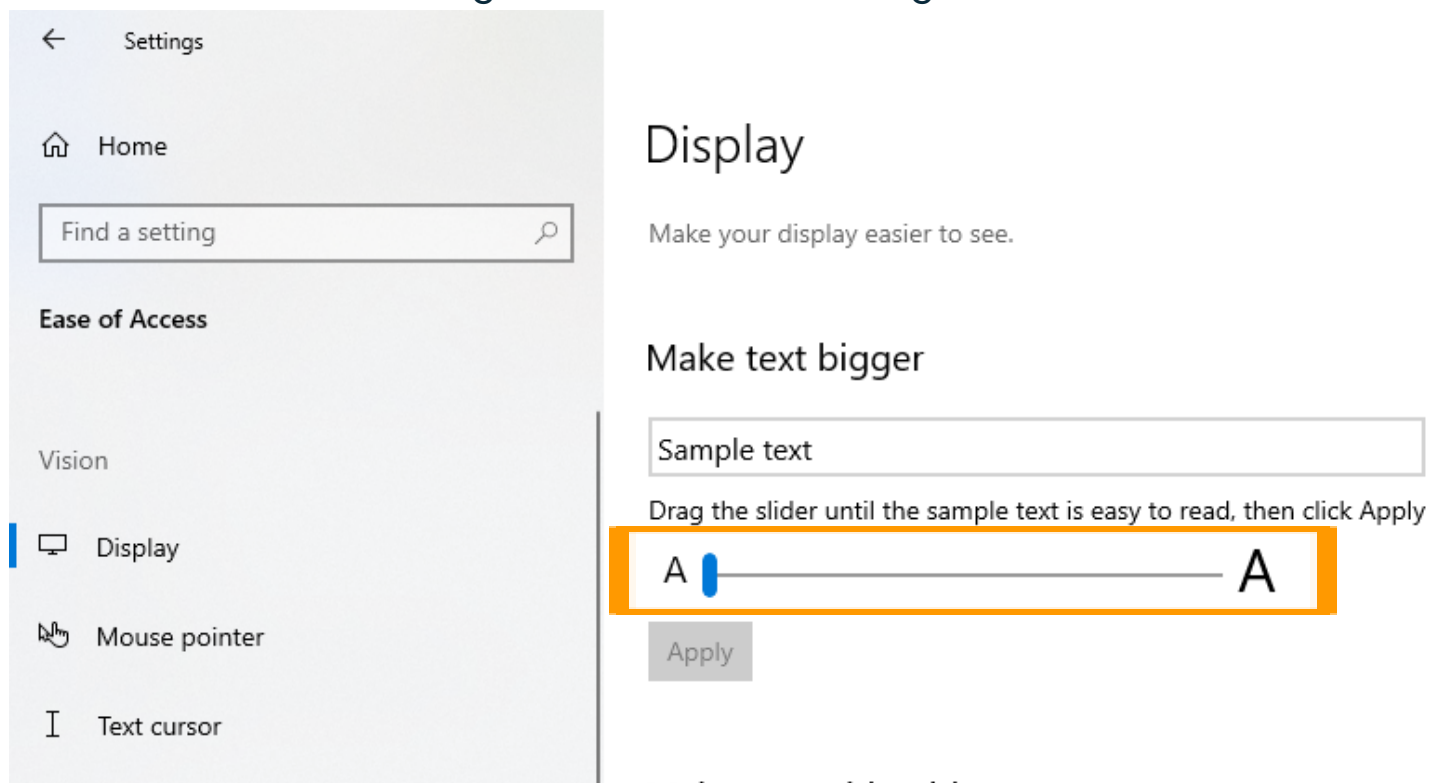
Ease of Access

Narrator, magnifier, high contrast



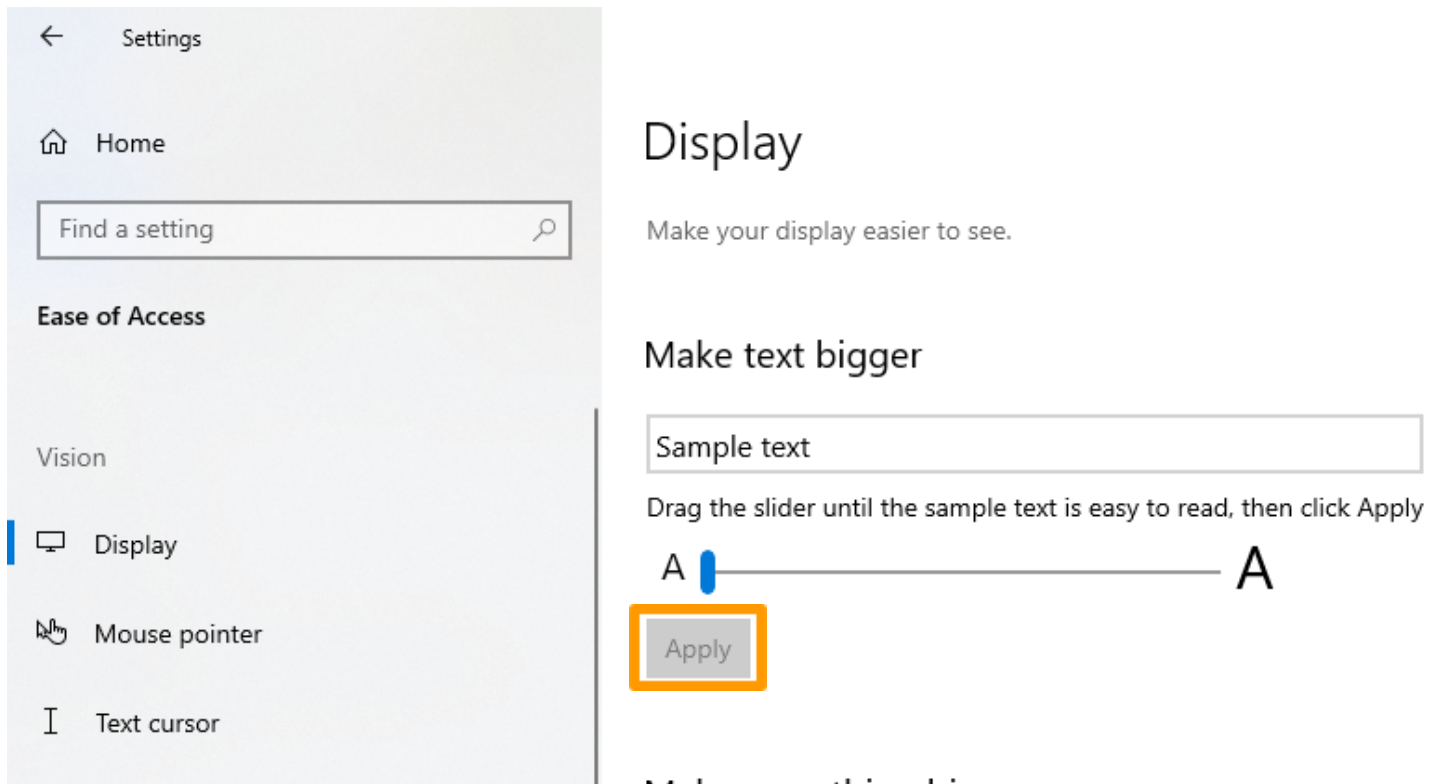
Step 4

Under "Display" click and drag the blue slider to the left to make the font smaller or slide it to the right to make the font larger.



Step 5

Once the text is to the desired size click apply.





(646)758-6606

support@candootech.com

candootech.com

How to change desktop and lock screen background

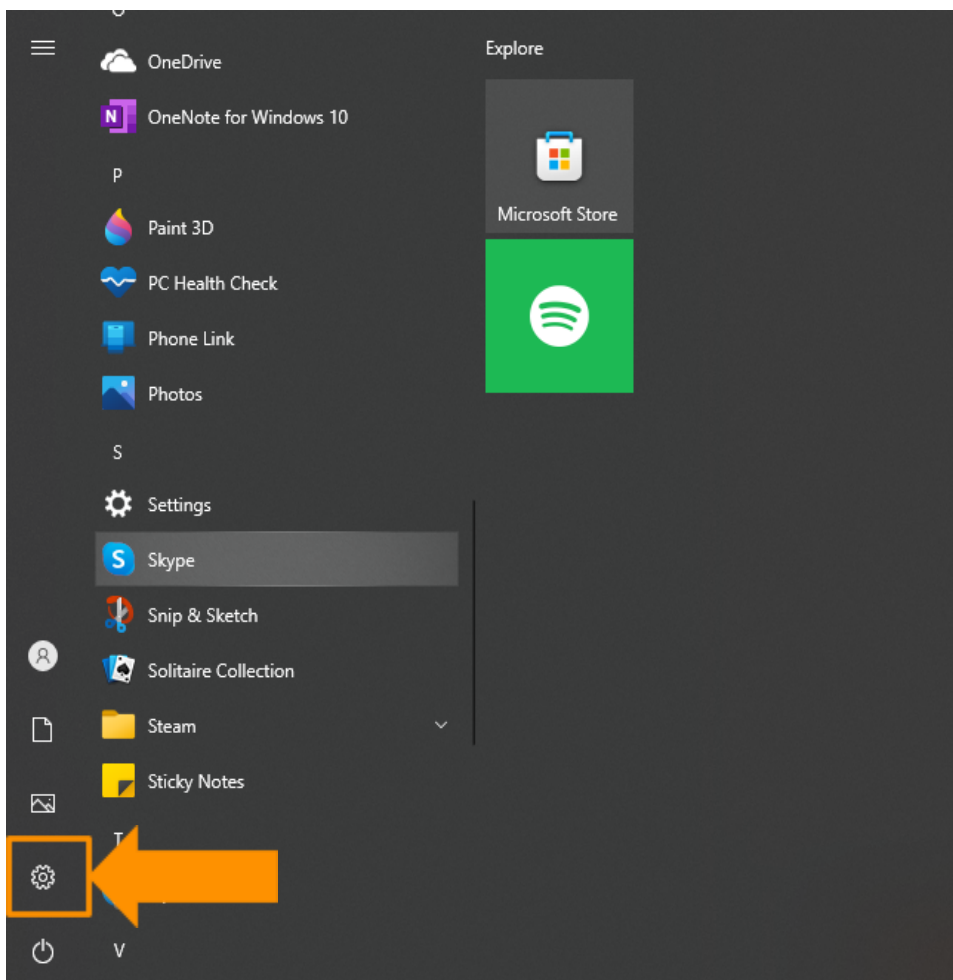
Step 1

Click on the start button on the taskbar.



Step 2

Click on the gear in the start menu.





(646)758-6606

support@candootech.com

candootech.com

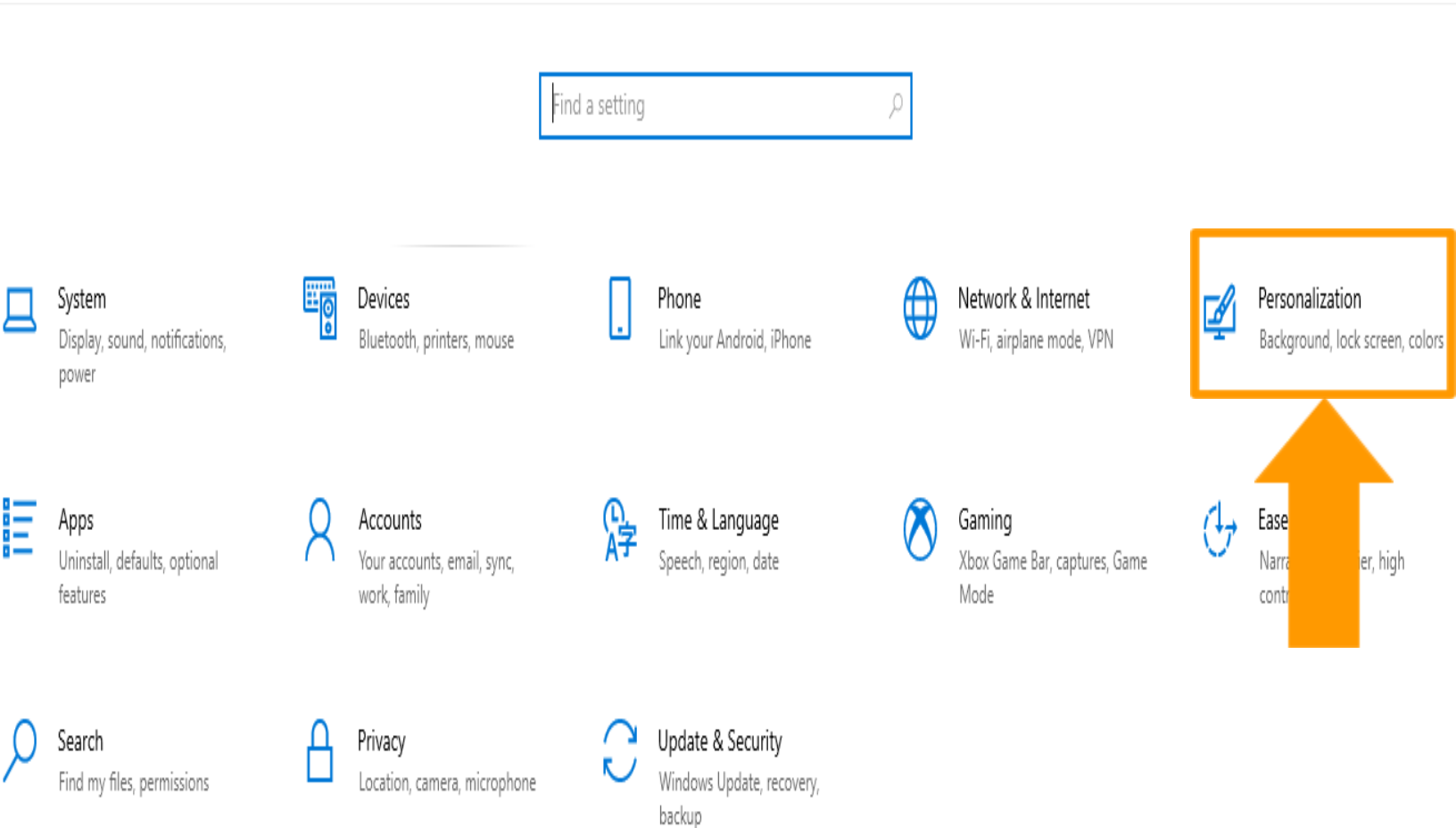
Step 3

In settings click on Personalization



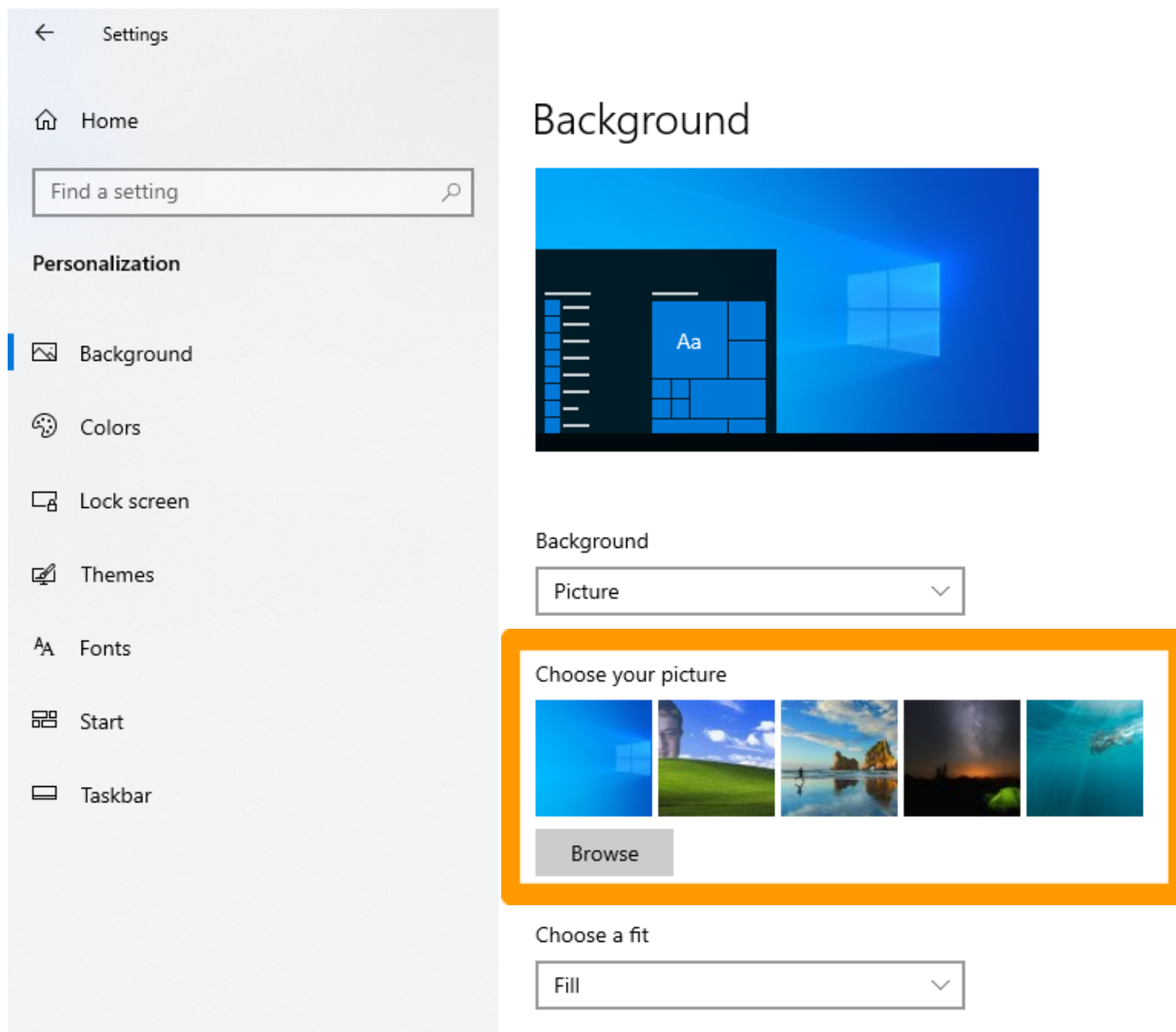
Personalization

Background, lock screen, colors

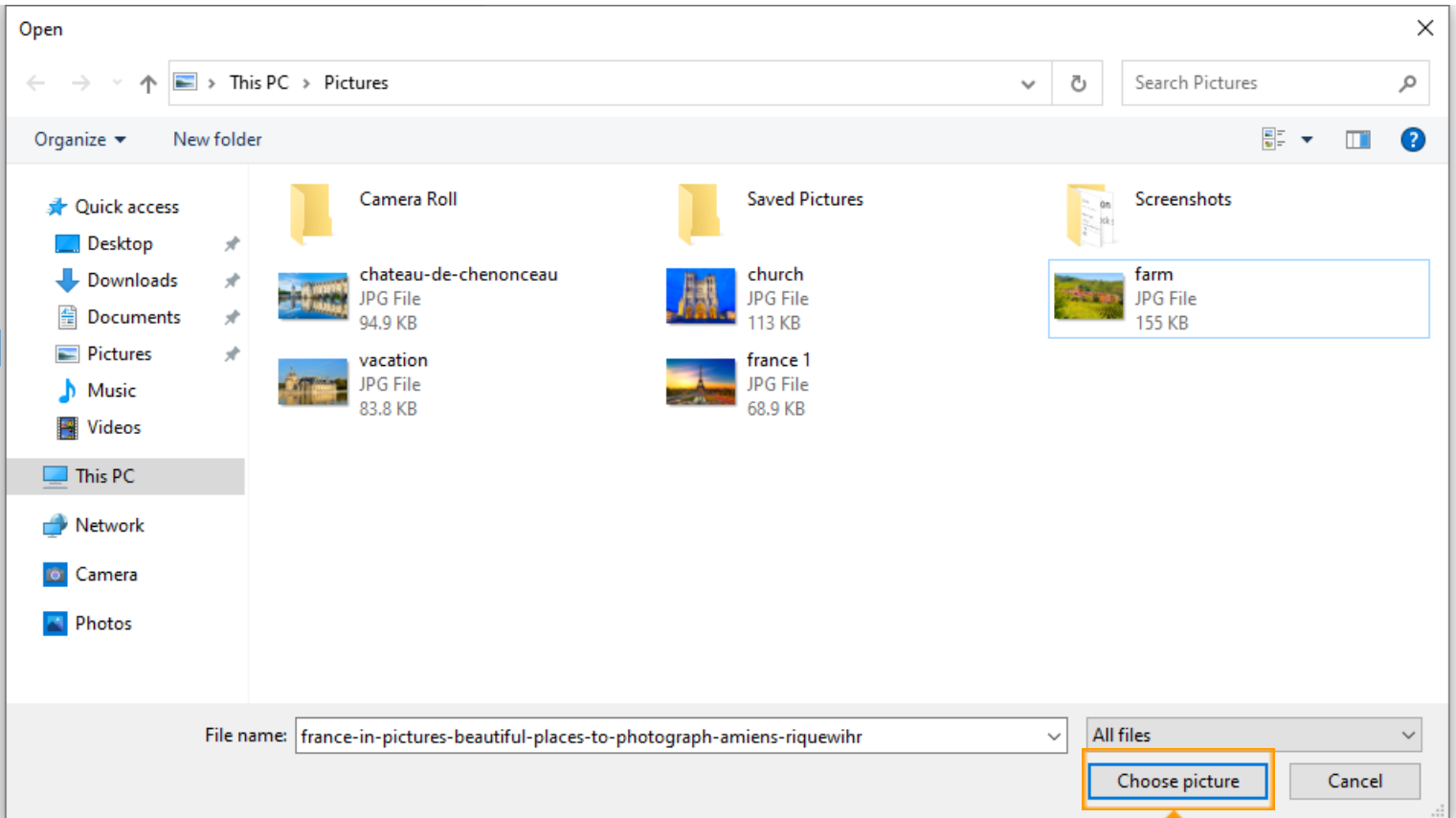


Step 4

Under “Choose your picture” select the preferred picture.



If there is another picture not on the list click on Browse to locate the desired picture in the pictures folder then click Choose picture.

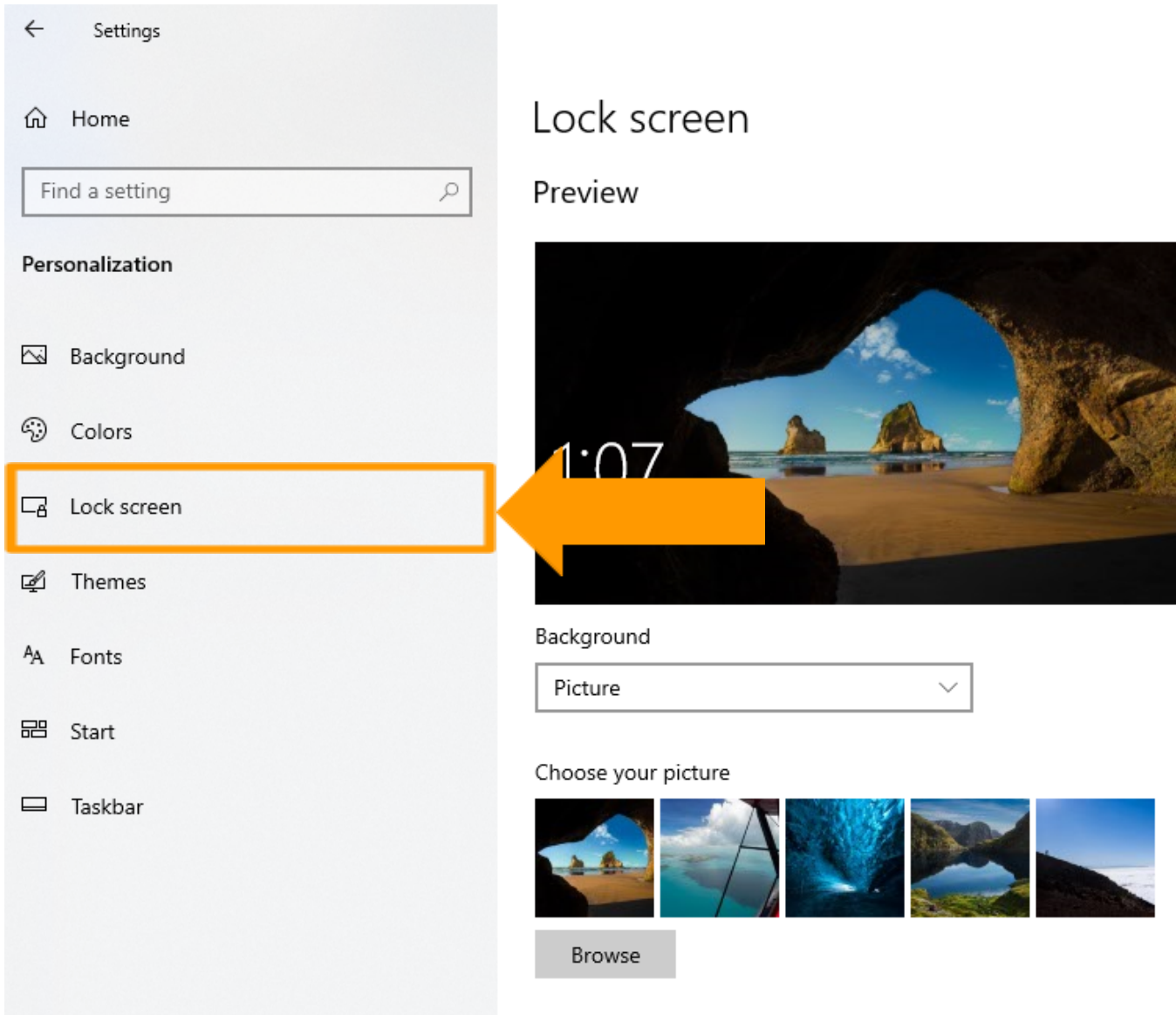


Browse

Choose a fit

Fill

To change the lock screen follow the same steps however click on “lock screen” to make changes.



The screenshot shows the Windows Settings application. On the left, the 'Settings' sidebar is visible with options: Home, Find a setting, Personalization, Background, Colors, Lock screen (highlighted with an orange box), Themes, Fonts, Start, and Taskbar. On the right, the 'Lock screen' settings page is displayed. It features a large 'Preview' image of a cave opening looking out onto a beach with the time '1:07' overlaid. Below the preview, there is a 'Background' section with a dropdown menu set to 'Picture'. Underneath, a 'Choose your picture' section shows five thumbnail images of different landscapes. At the bottom of this section is a 'Browse' button.



How to locate downloaded files in file explorer

when any files are downloaded from websites or emails the computer saves these files in the download folder in the File explorer

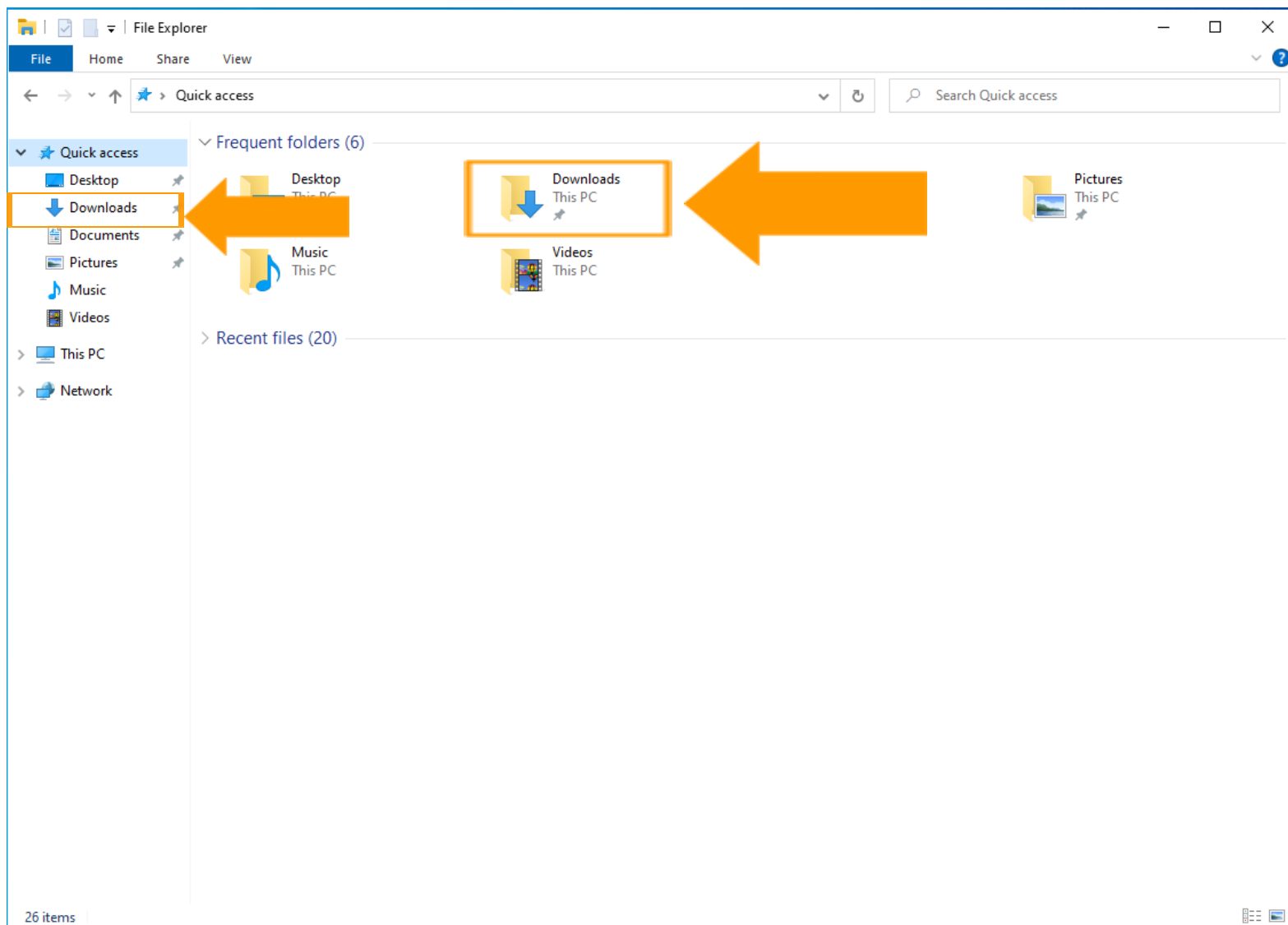
Step 1

Click on the file explorer icon on the taskbar.



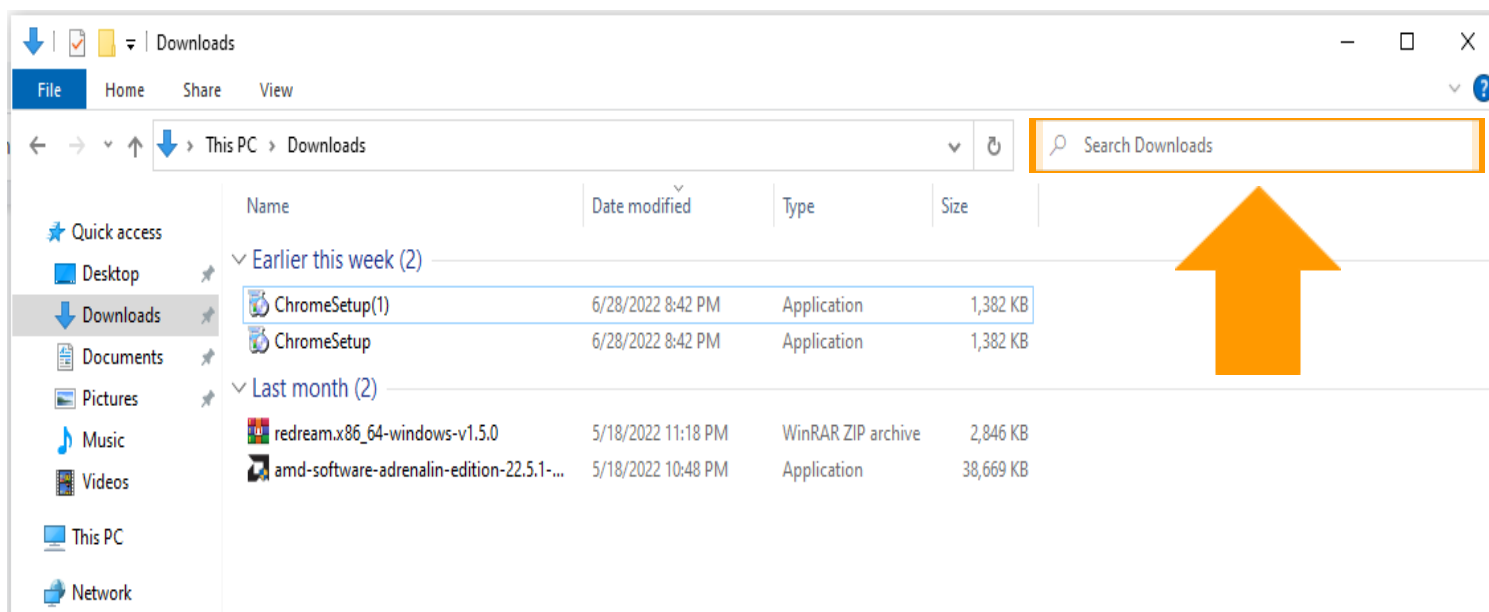
Step 2

locate and click on the "downloads" folder.



Step 3

Use the search bar at the top right hand corner to search for the name of the file.



Or you can search for the file by looking in the files and folder listing

