



Using a PC doesn't have to be an Uphill Struggle

If you have a Windows PC and would like to learn more about:

- **how it works,**
- **how to access your emails,**
- **use the internet,**
- **store information,**
- **or even play games,**

this is the group for you.

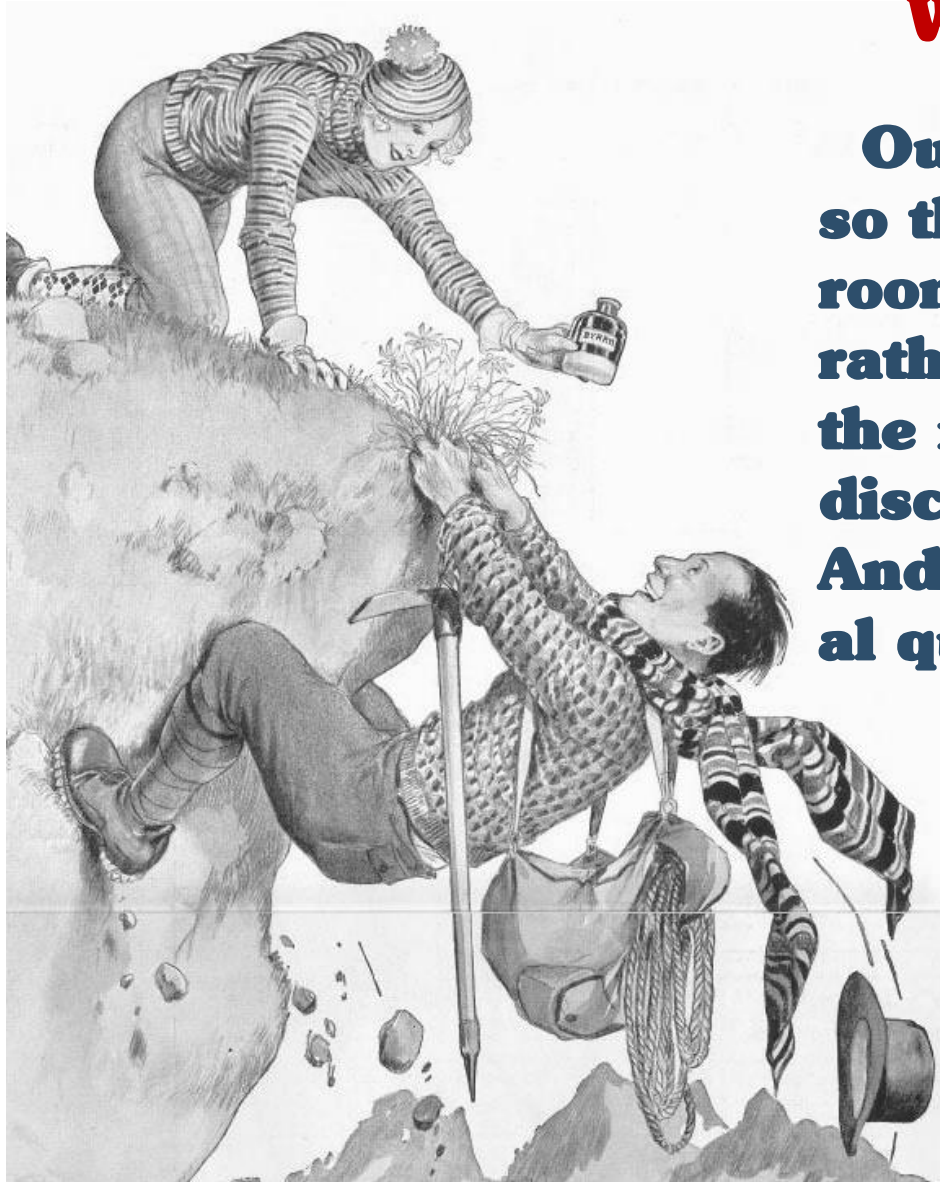


Convenor:	Graham Evans	Vacancies
Dates:	1st and 3rd Tuesday of each month.	
Time:	1.00pm to 3.00pm.	
Venue:	Beccles Library, Small Room	
Cost:	£3.00 to cover room hire.	

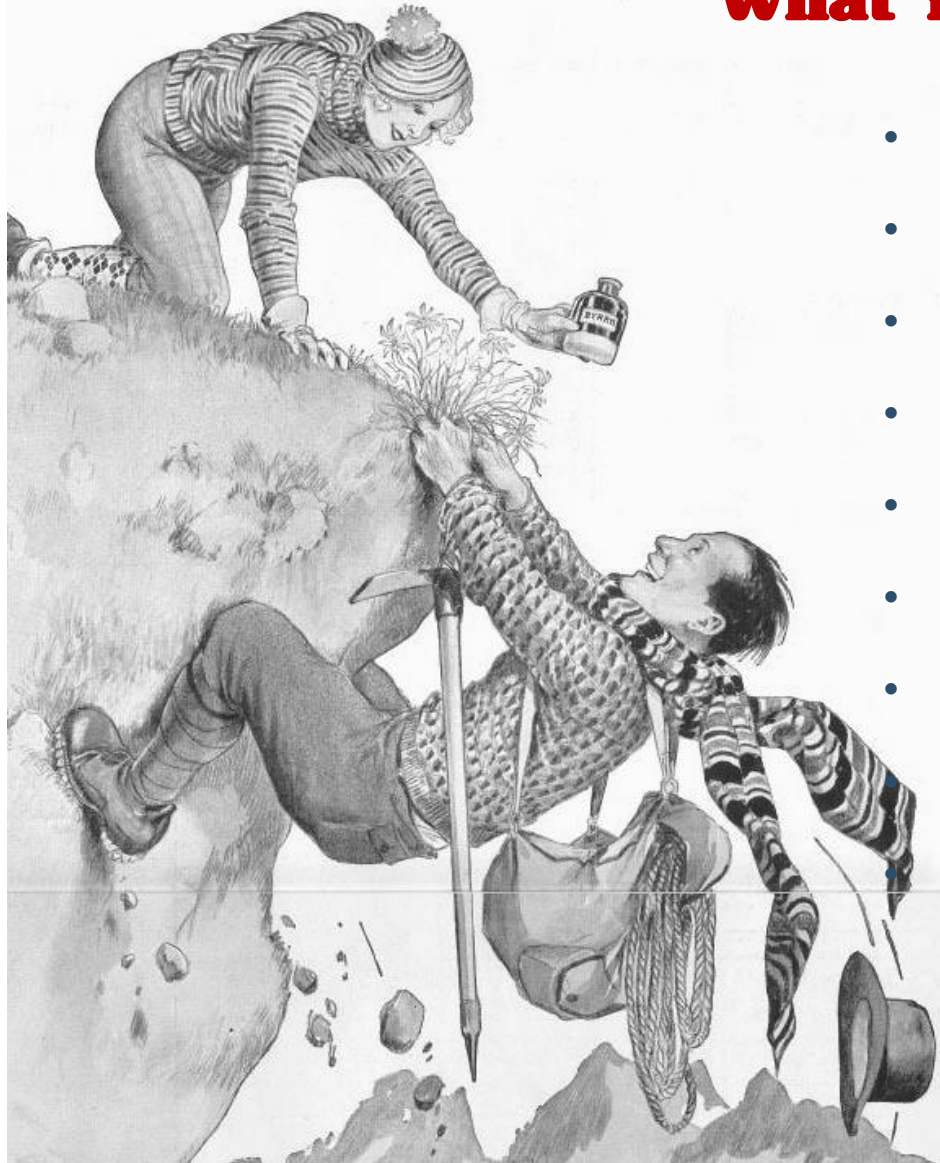


What Does The Group Do ?

Our meetings are informally structured, so that, rather than jumping around the room answering individual questions in a rather haphazard fashion, the first half of the meeting consists of a presentation, or discussion, on a particular computer topic. And then we try to answer a few individual queries.



What Your Computer is Good For



- **Good for Getting Online**
- **Good for Social Networking**
- **Good for Communicating**
- **Good for Sharing Photos**
- **Good for Keeping in Touch**
- **Good for Entertainment**
- **Good for Keeping Informed**
- **Good for Work**
- **Good for Play**





Future Presentations May Include The Following Topics:

Family Tree On The Internet - Files, Folders and Storage

What is Cloud Computing - Editing using PHOTOS

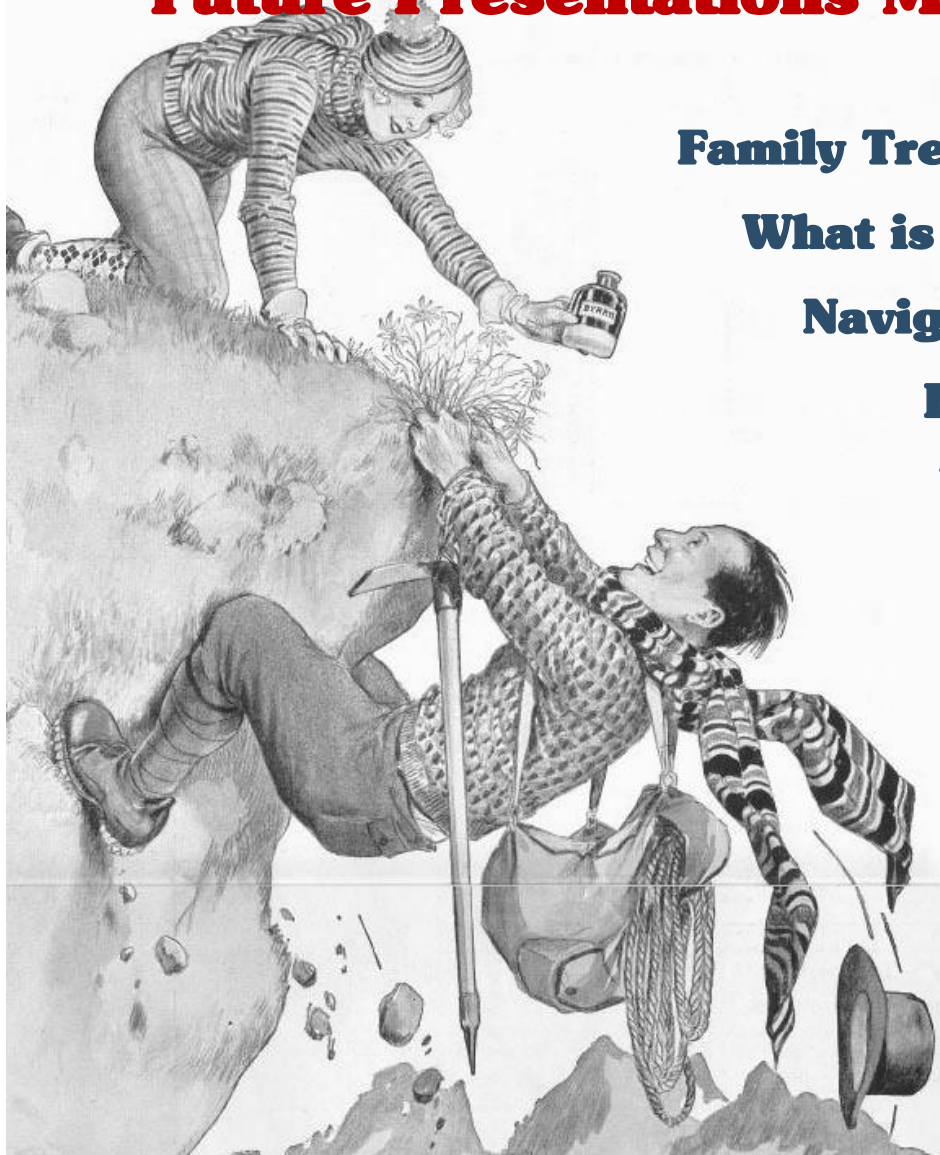
Navigating Windows 10 - Browsing The Internet

Emails using MAIL - Word Processing

Windows Security - Microsoft Office

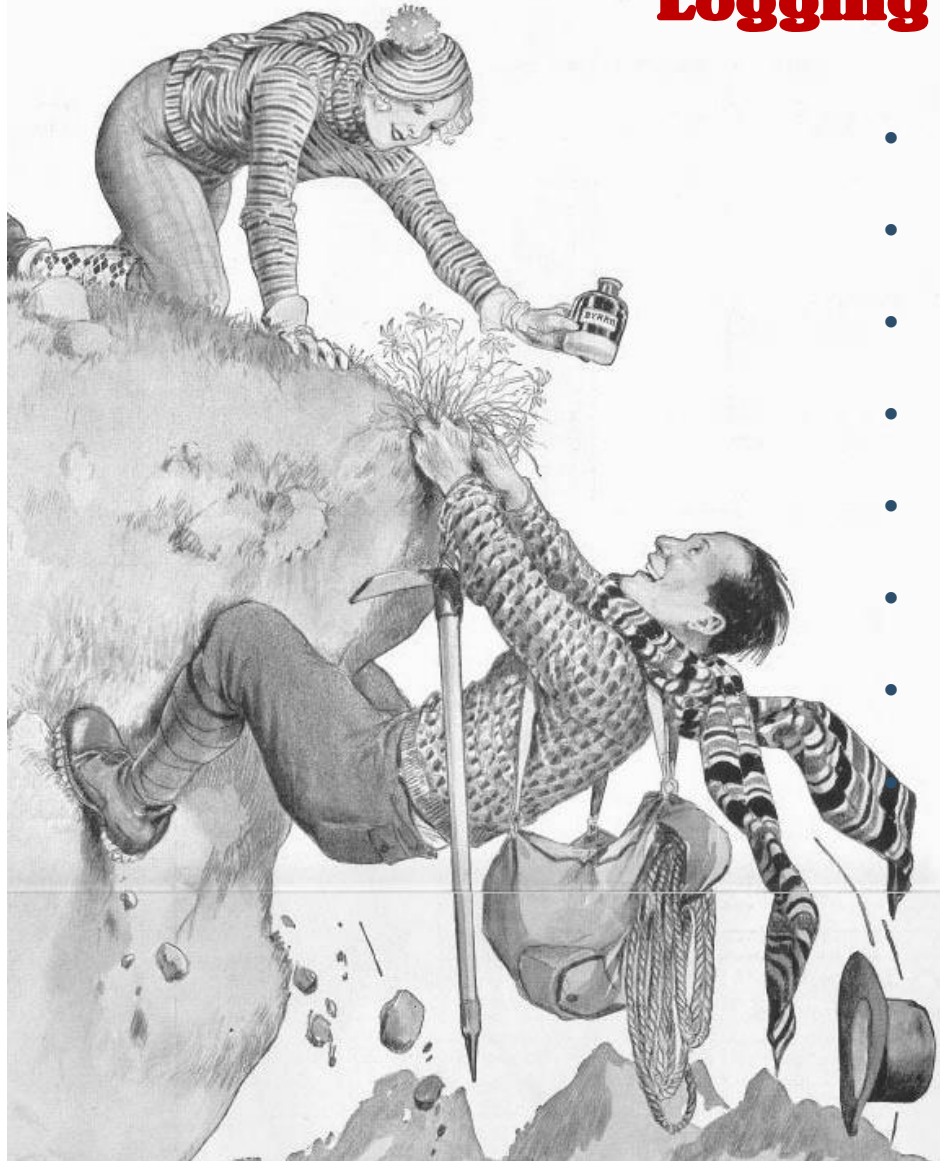
Programs/Apps - Using Skype

Spreadsheets - Printing

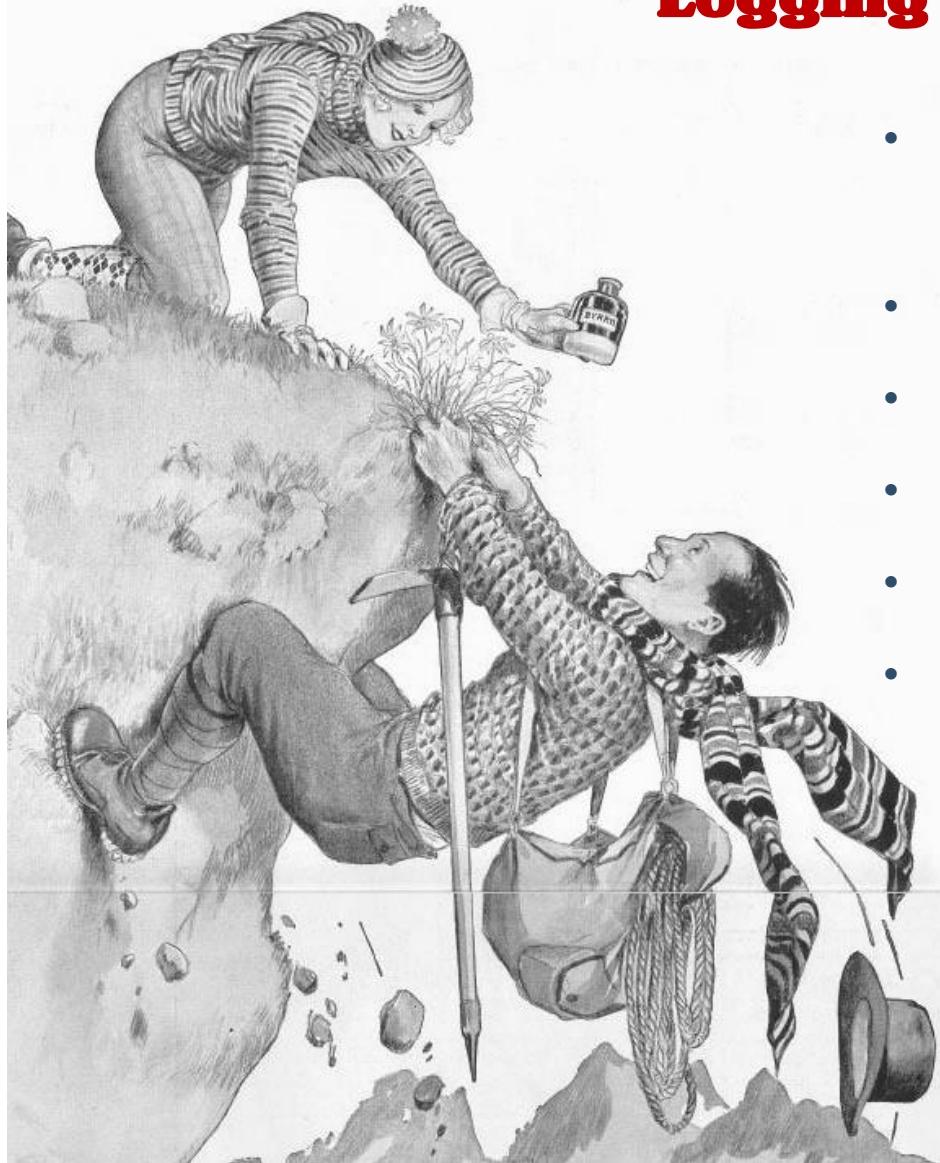


Logging In and Customising the Start Menu

- **Logging in to Windows 10**
 - **Opening and Using the Start Menu**
 - **Using Keyboard Shortcuts**
 - **Resizing Tiles on the Start Menu**
 - **Changing Start Menu Tile Positions**
 - **Removing an App from the Start Menu**
 - **Locking Your System**
- Sleep, Shut Down, or Restart**



Logging in, Starting up, and Shutting Down

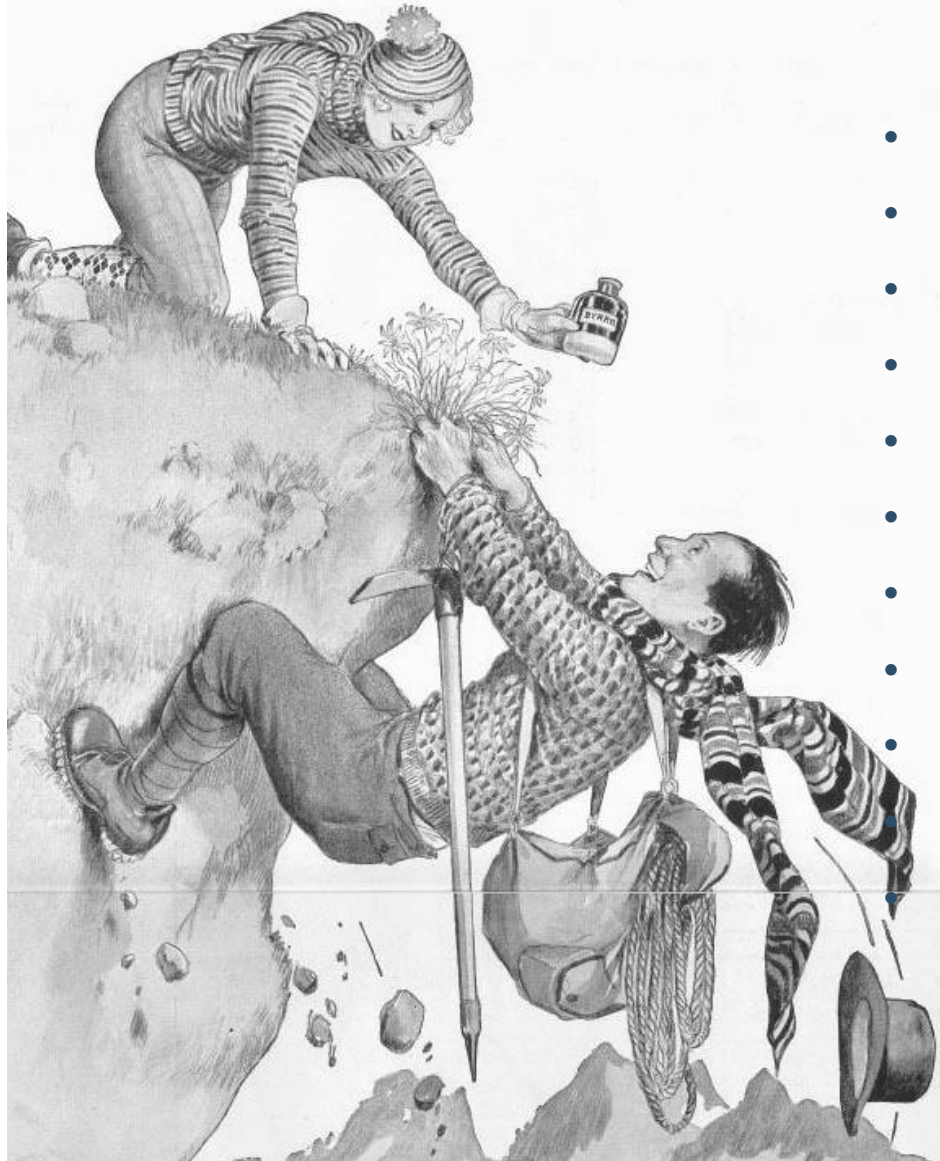


- **Logging in to Windows 10 with a Touchscreen**
- **The Start/All Apps Menus in Tablet Mode**
- **Enabling Tablet Mode**
- **Starting and Closing a Universal App**
- **Locking Your PC**
- **Choosing Sleep, Shut Down, or Restart**



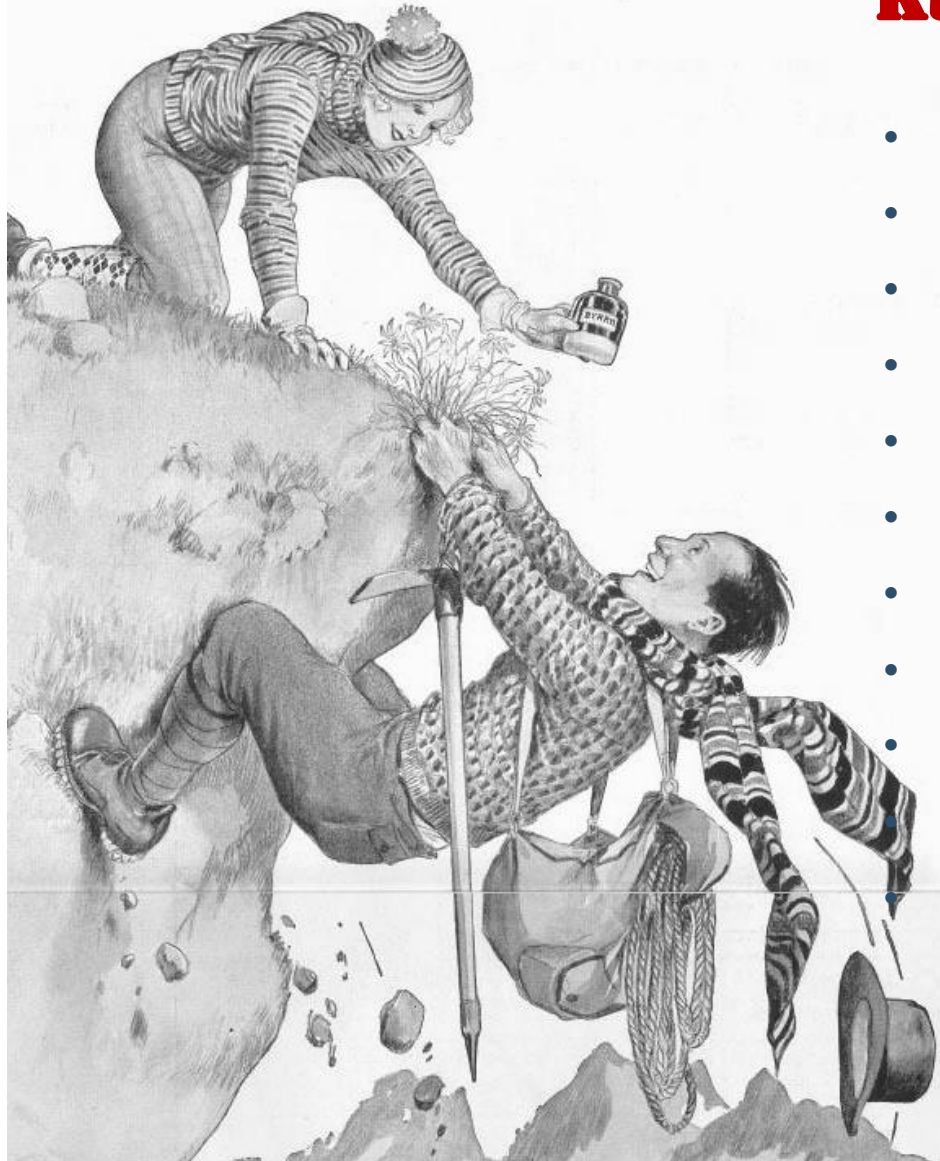
Using Cortana Search

- **Enabling Cortana**
- **Configuring Cortana Voice Search**
- **Searching with Cortana**
- **Discovering Cortana Features**
- **Searching for Files, Apps, and Settings**
- **Improving Web Searches with Cortana**
- **Teaching Cortana to Know Your Voice**
- **Using Cortana's Reminders**
- **Viewing a Reminder**
- **Turning Off Cortana**
- **Search Without Cortana**

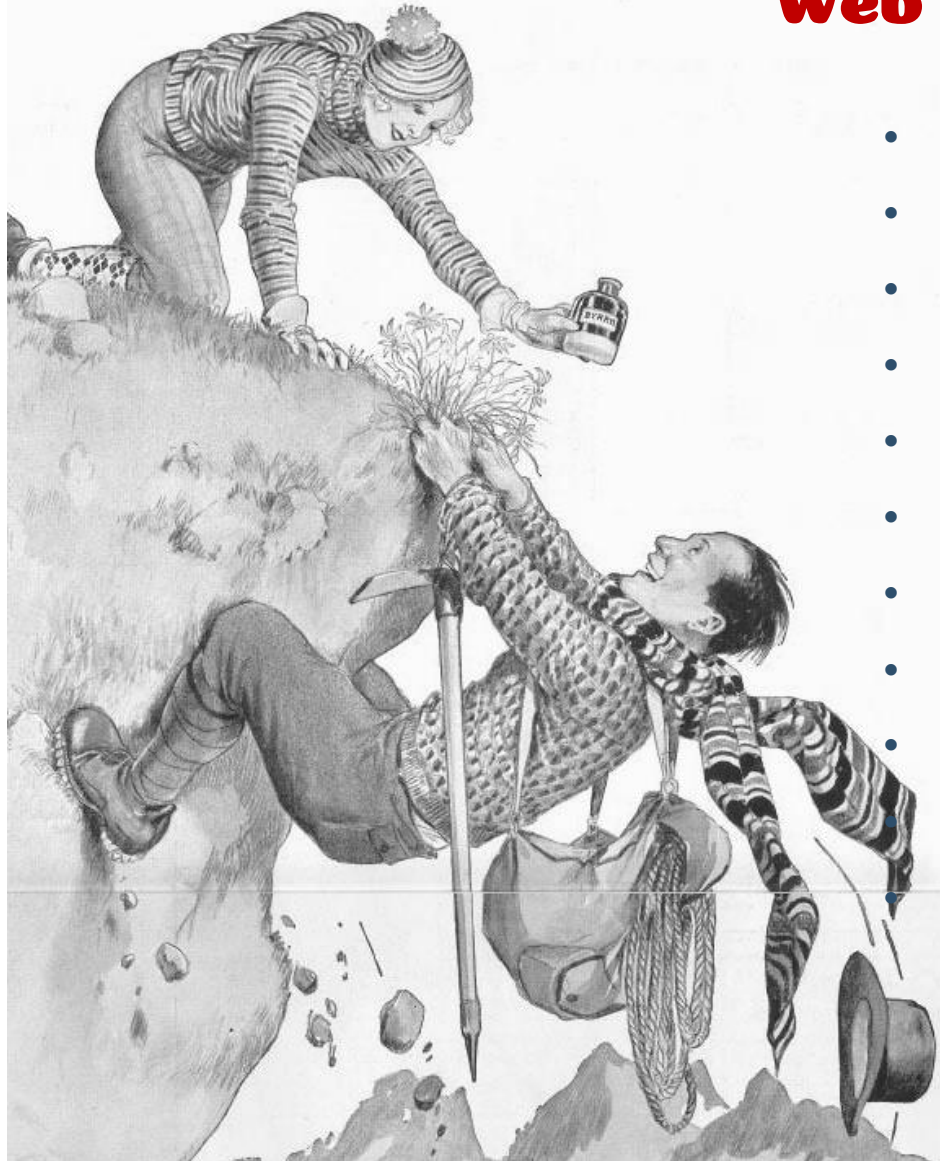


Running Apps and Programs

- **Opening and Closing the All Apps Menu**
- **Starting an App from the Start Menu**
- **Opening an App from All Apps**
- **Opening a File from Within an App**
- **Maximising an App Window**
- **Starting an App from Search**
- **Switching Between Apps**
- **Resizing an App**
- **Saving Your File**
- **Using the Desktop**
- **Snapping and Closing an Apps Window**



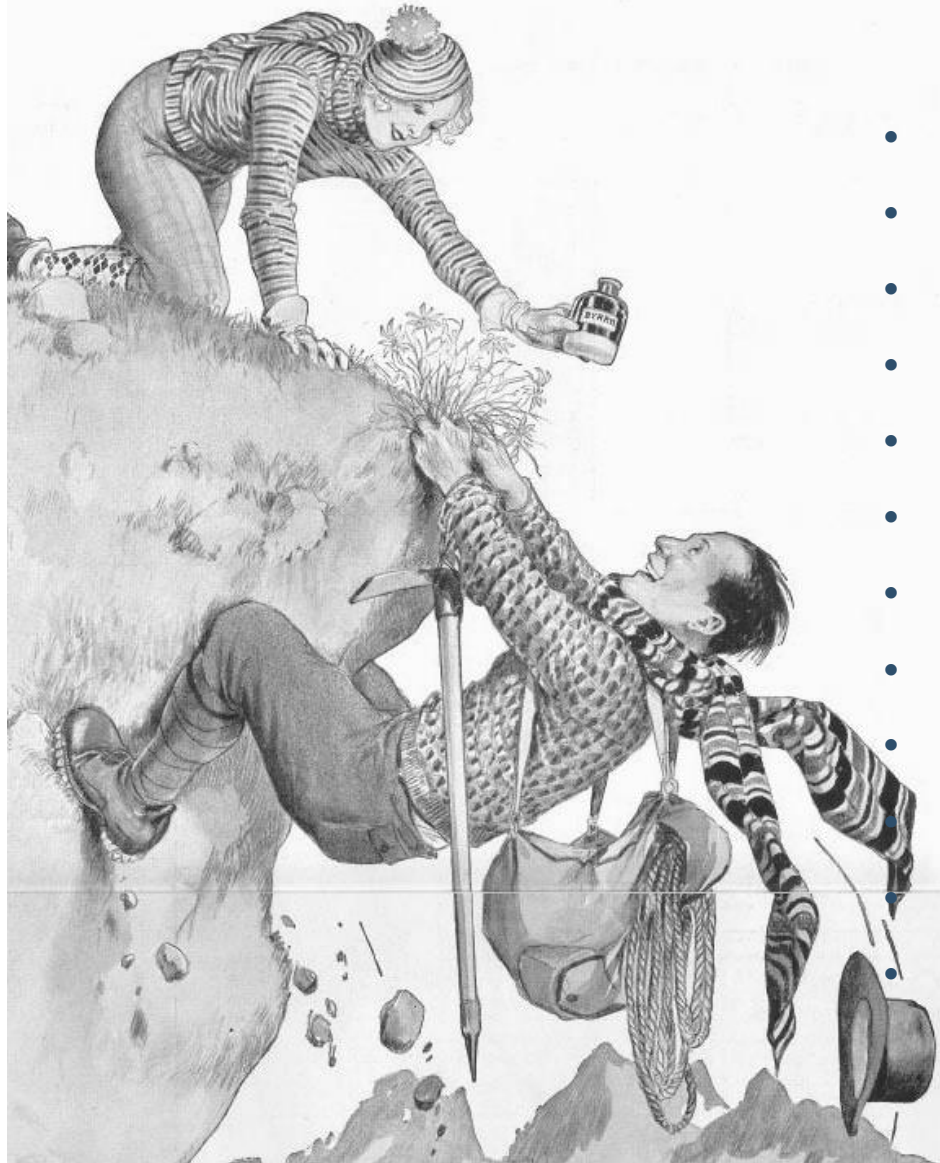
Web Browsing with Microsoft Edge



- **Starting Microsoft Edge**
- **Entering a Website Address (URL)**
- **Working with Tabs**
- **Setting Your Home Page**
- **Opening a Link**
- **Using Zoom**
- **Using Read View**
- **Using Favourites**
- **Using the Reading List**
- **Using Web Notes**
- **Setting Privacy and Controls**



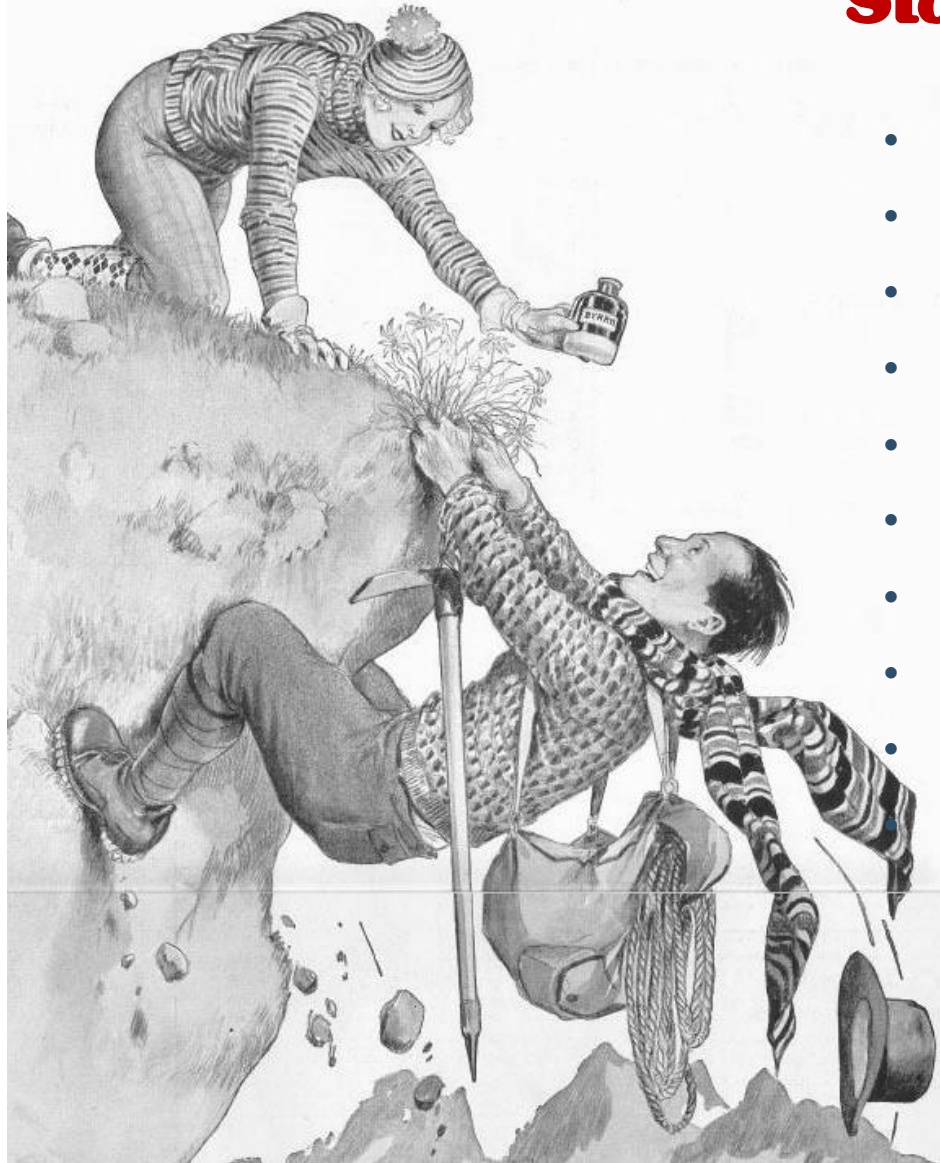
Connecting with Friends



- **Using the People App**
- **Connecting to Facebook**
- **Starting Mail**
- **Adding an Email Account**
- **Composing and Sending a Message**
- **Reading and Replying to Messages**
- **Forwarding Messages**
- **Flagging Messages**
- **Deleting Messages**
- **Creating an Email Signature**
- **Using the Calendar App**
- **Using Skype**



Storing and Finding Your Files

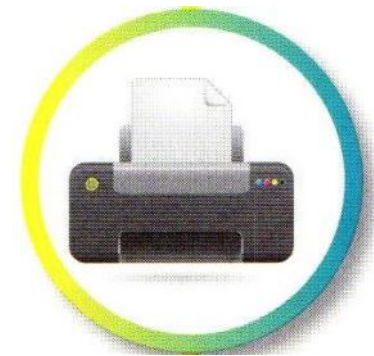
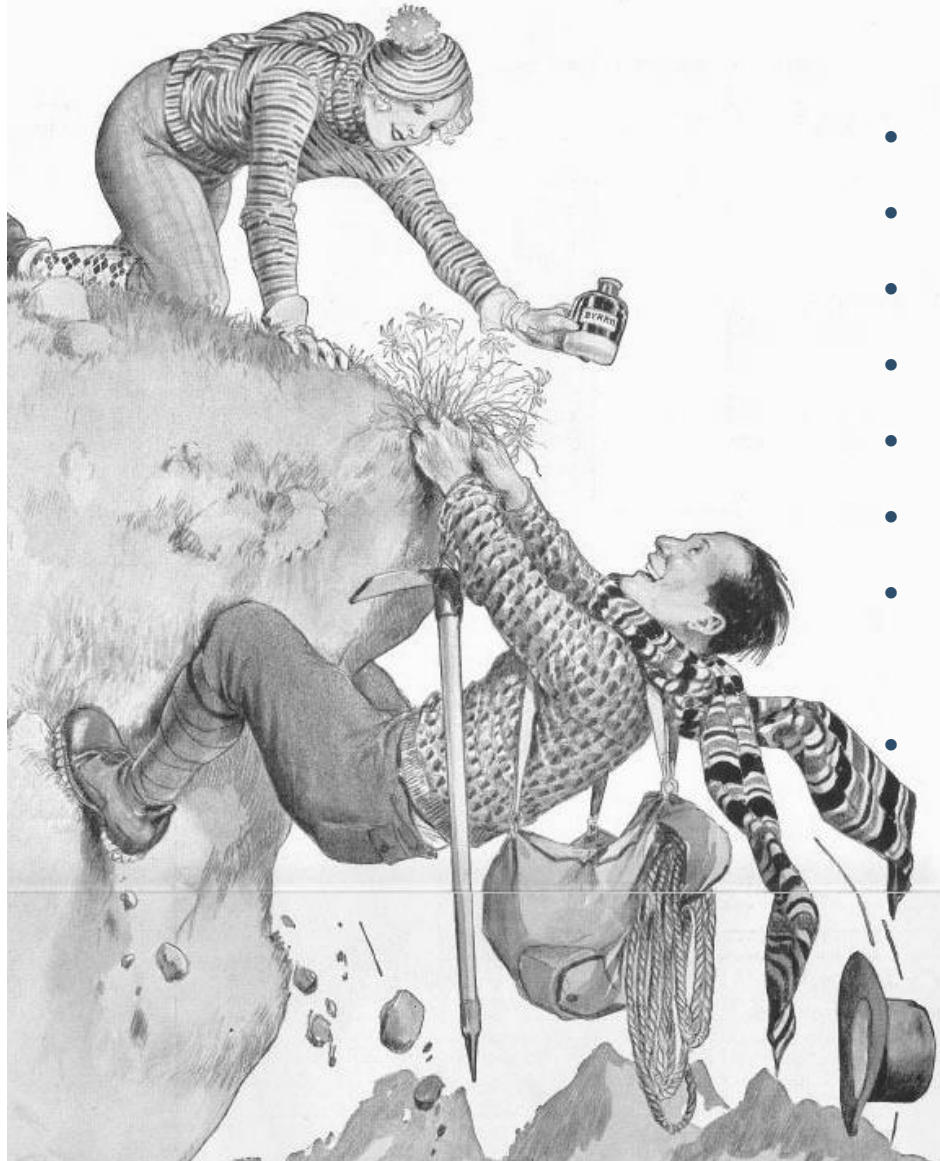


- **Opening File Explorer**
- **Using the View Tab**
- **Using Copy To**
- **Renaming, Selecting, and Deleting Files**
- **Using the Recycle Bin**
- **Moving Files and Folders**
- **Dealing with File Name Conflicts**
- **Burning Data Discs**
- **Creating Zip Files**
- **Using OneDrive**



Printing and Scanning

- **Printing a Document**
- **Selecting a Different Printer**
- **More Printer Settings**
- **Photo Printing Settings**
- **Using Scan**
- **Adjusting Scan Settings**
- **Selecting Colour, Greyscale, or Black-and-White Mode**
- **Opening the Scan Folder**

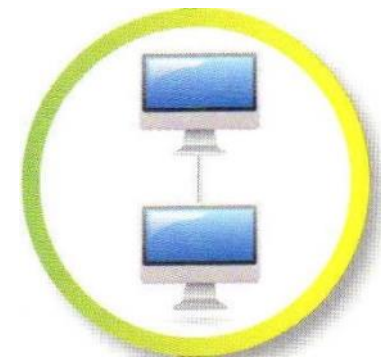


Networking Your Home with a Homegroup



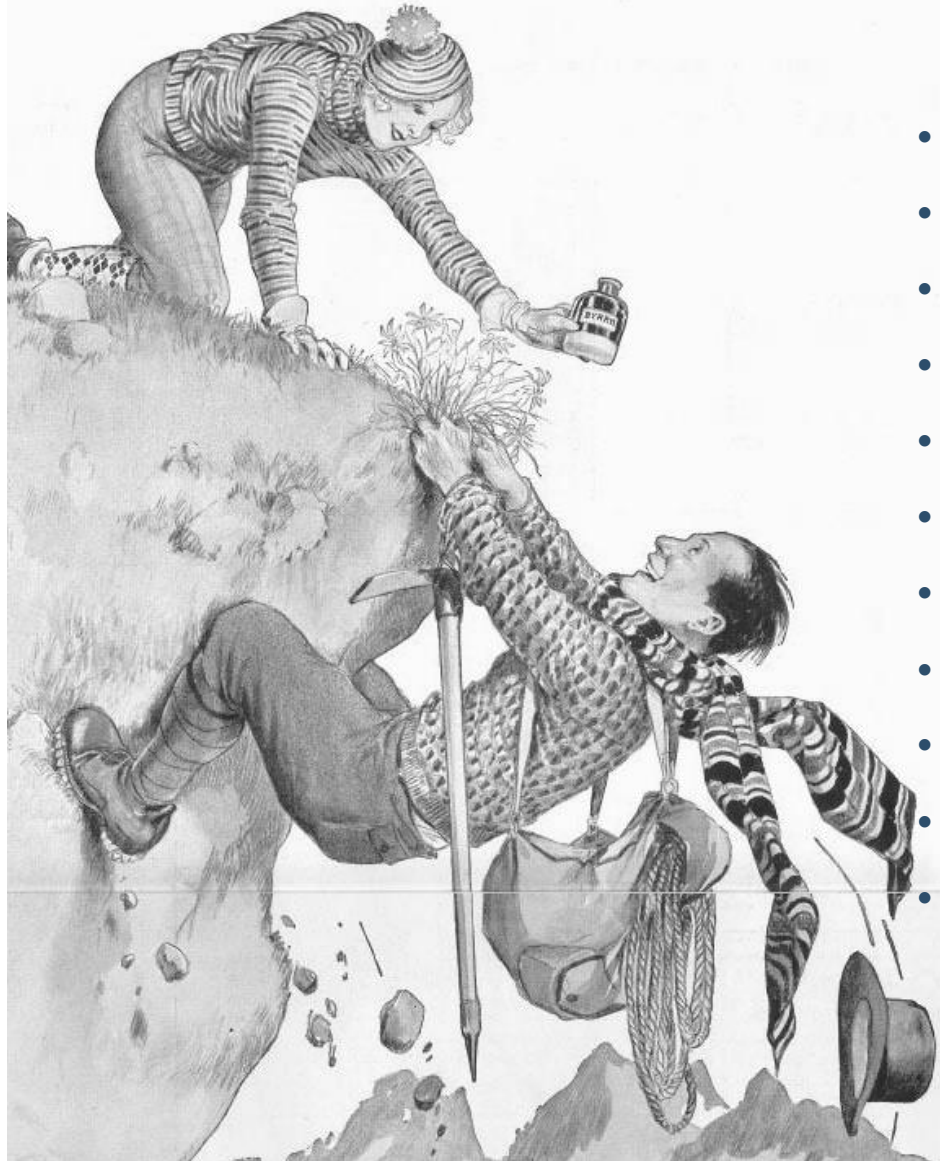
- **Starting a Wireless Network Connection**
- **Connecting to Wireless Network**
- **Connecting to a Private Network**
- **Disconnecting a Wireless Connection**

- **Using Airplane Mode**
- **Managing Networks**
- **Managing Wi-Fi Sense**
- **Creating a Homegroup**
- **Joining a Homegroup**



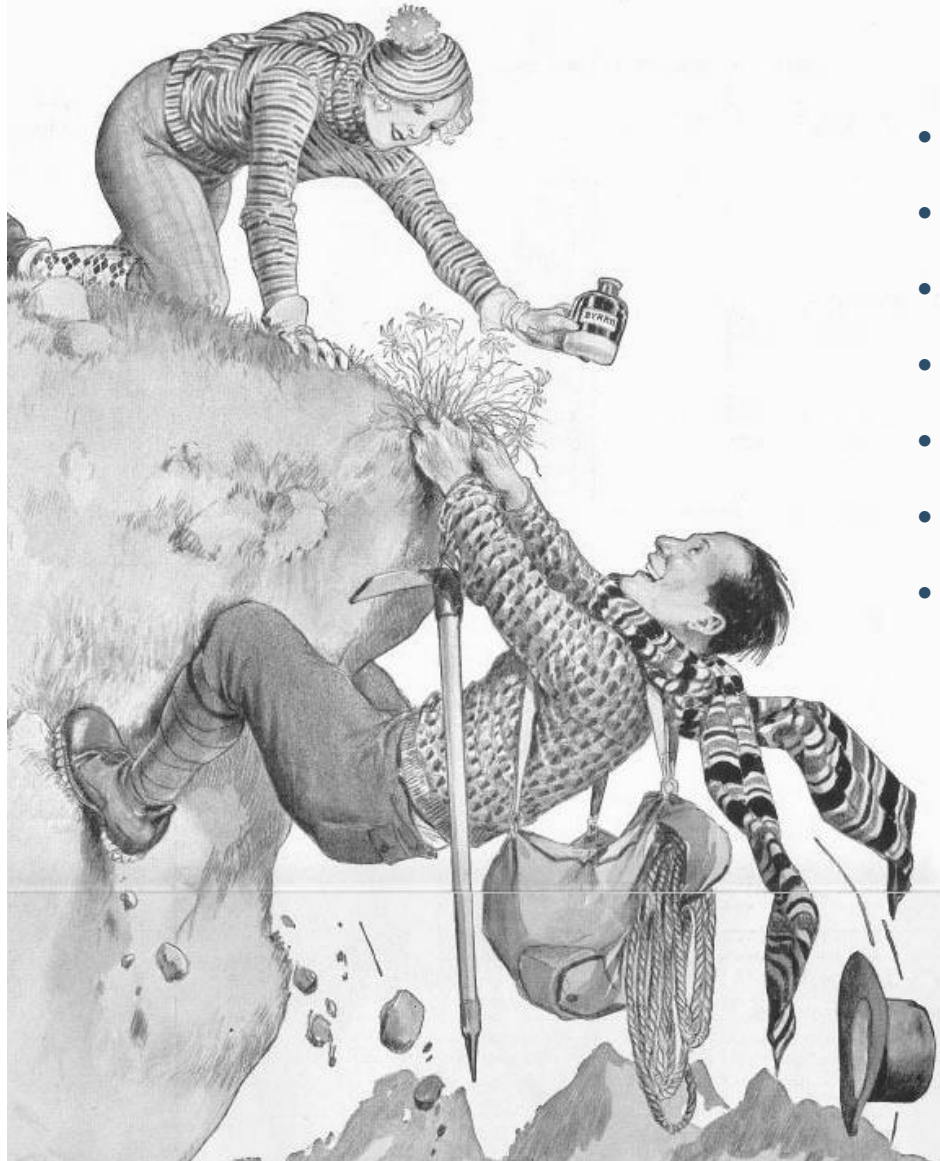
Optimising Windows 10

- **The Personalisation Menu**
- **Changing the Screen Background**
- **Choosing Your Own Picture**
- **Changing Accent Colours**
- **Changing Taskbar & Start Menu Colours**
- **Changing Start Menu Transparency**
- **Changing Start Menu Colour Settings**
- **Changing Start Menu Settings**
- **Selecting a Screen Saver**
- **Configuring a Time Zone**
- **Customising the Taskbar**



Protecting Your System

- **Checking for Windows Updates**
- **Protecting Your Files with File History**
- **Recovering Files with File History**
- **Using Windows Notifications**
- **Using Windows Defender**
- **Starting Windows Defender**
- **Checking for Malware and Viruses**



BECCLES

COMPUTER CONFIDENCE GROUP



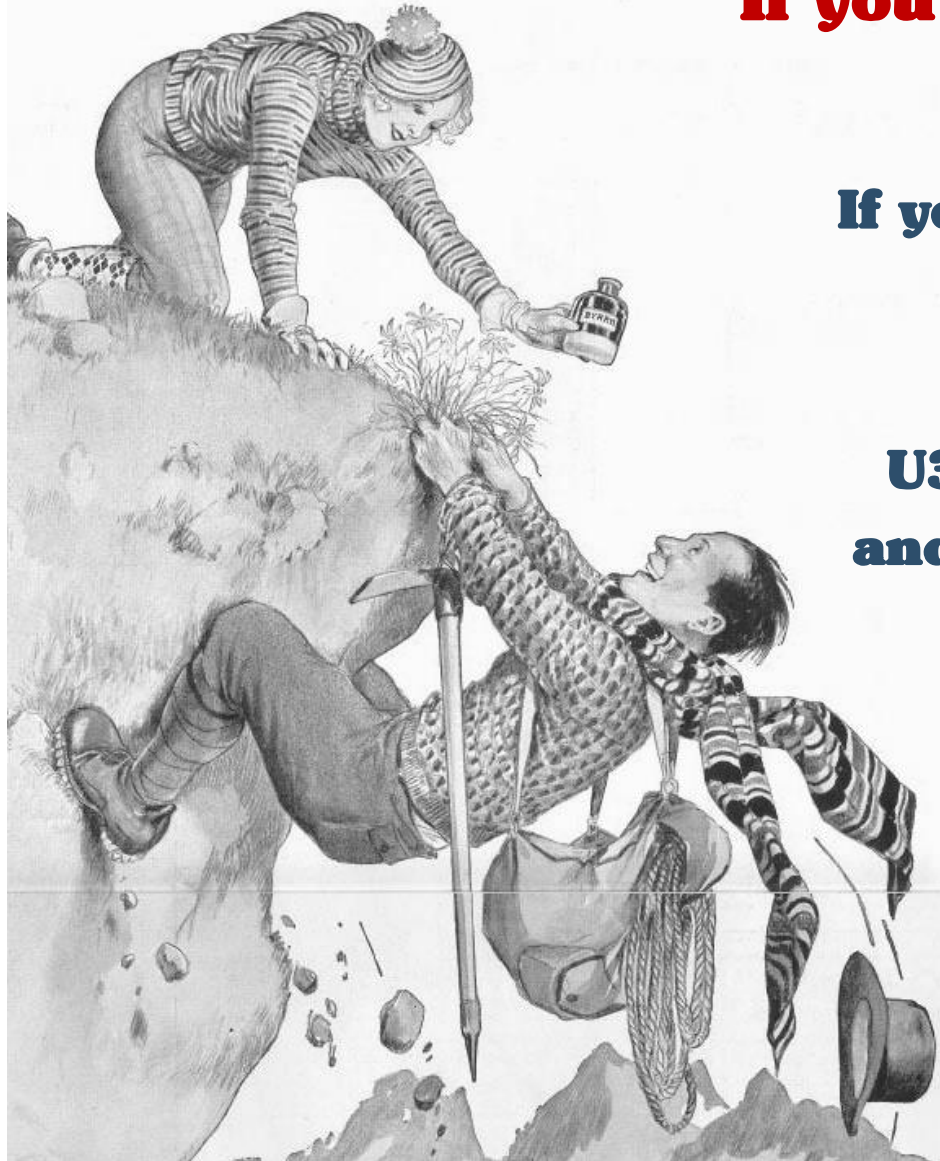
**If you still think this is the group for you
what are you waiting for?**

**If you have a Windows PC computer or laptop,
and would like to learn how it works.**

Go online to the

**U3A Beccles / Computer Confidence Group
and send a message to the convenor,**

using the Bird



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