

# NMIUMC

# Computer Class 3

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# Agenda

- Review
- Shortcuts
- Start Menu
- Grab a Screen Shot
- Music on your PC
- Virus Protection
- Internet – Browsers & Search Engines
- Stay Safe!
- Dealing with Spam
- Merry Christmas!

# Review

## Class 1

- Basic Computer Terms and Acronyms
- How to customize your desktop, screensaver, etc.
- How to determine what you have inside your computer
- Task manager

## Class 2

- Mouse Basics
- Keyboard Shortcuts
- How to Move & Copy Files and Folders

# Shortcuts

- Shortcuts are quick ways to open your favorite programs
  - Right-click on program or file and send to > desktop
  - Denoted by an icon with an arrow
- Notice the arrow which shows this is not the actual file or program
- This shortcut can be moved or deleted as you wish without affecting the installed program
- Shortcuts can also reside in the taskbar
- Your taskbar also indicates programs that are open



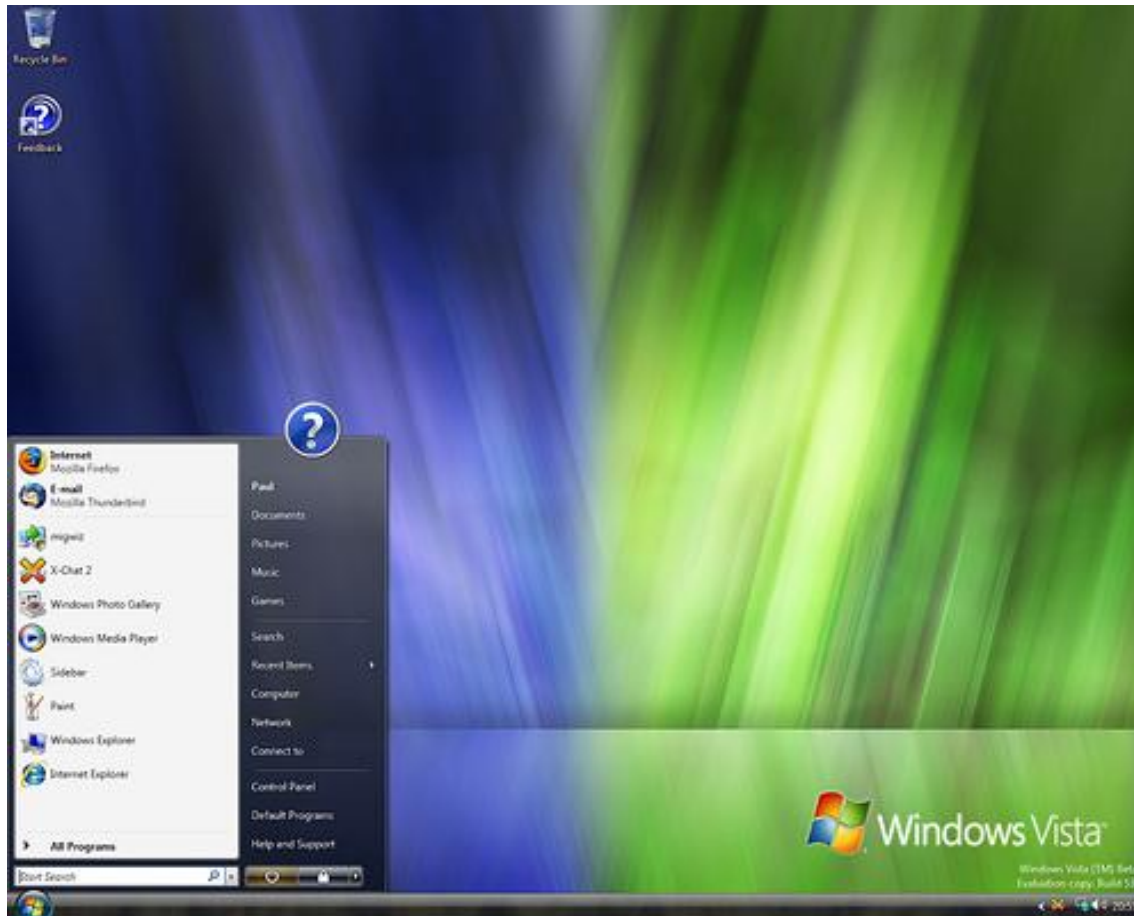
# Start Menu

- Start menu was first seen on Windows 95
  - Labelled “Start” and was in the lower-left corner
- Windows Vista changed the start menu
  - Replaced with blue sphere and Windows logo
  - I refer to it as the “Start Orb” or sometimes still “Start Menu”
- Windows 8 has what looks like a start menu but isn’t!
  - Take you to the start page or “Metro”-styled page
- Want your start menu back?
  - Go to Windows 8 store and search Start Menu for several free options
  - Go to [www.stardock.com](http://www.stardock.com) and download Start8 (\$4.99)
  - Wait for Windows 10

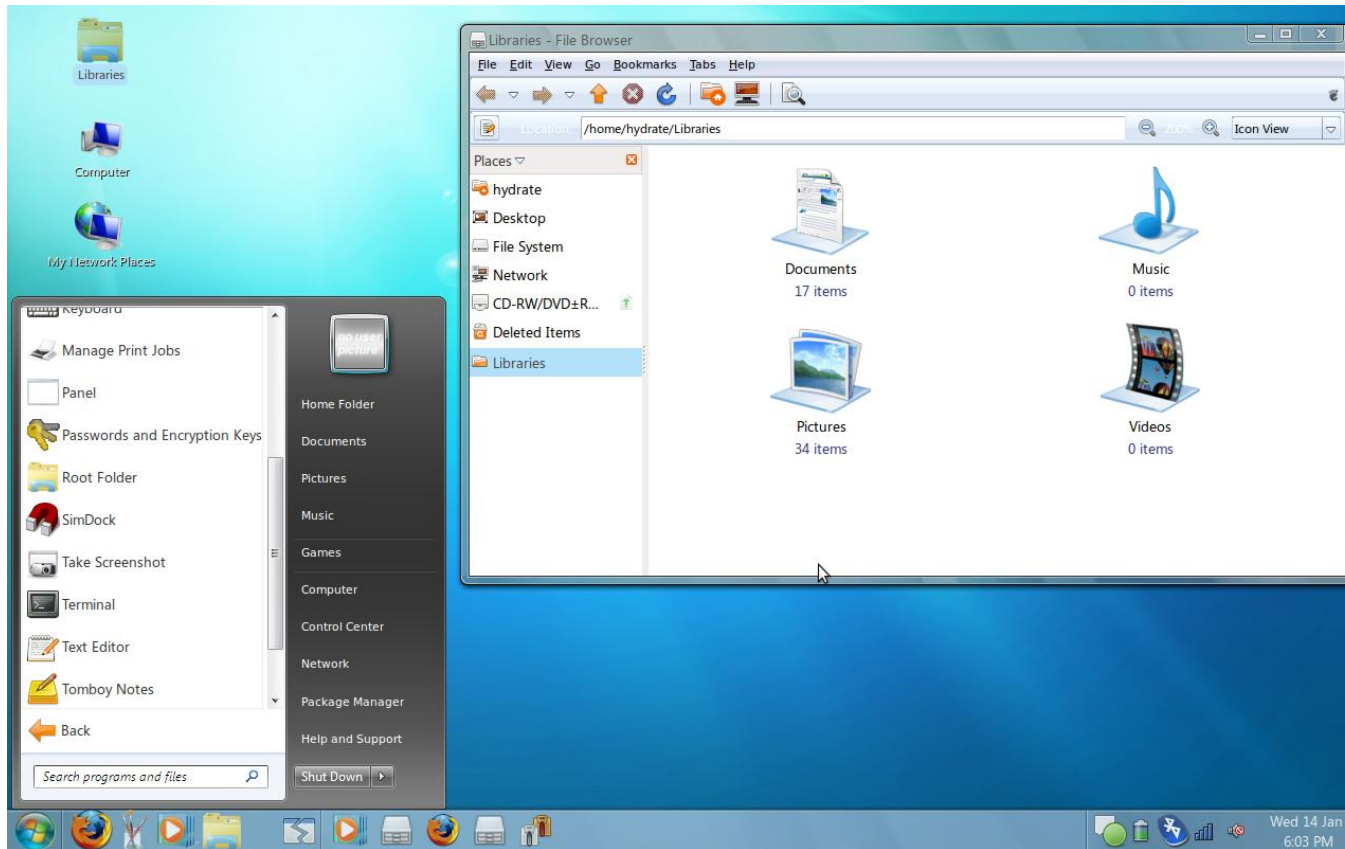
# Start Menu – Windows 95



# Start Menu – Windows Vista



# Start Menu – Windows 7

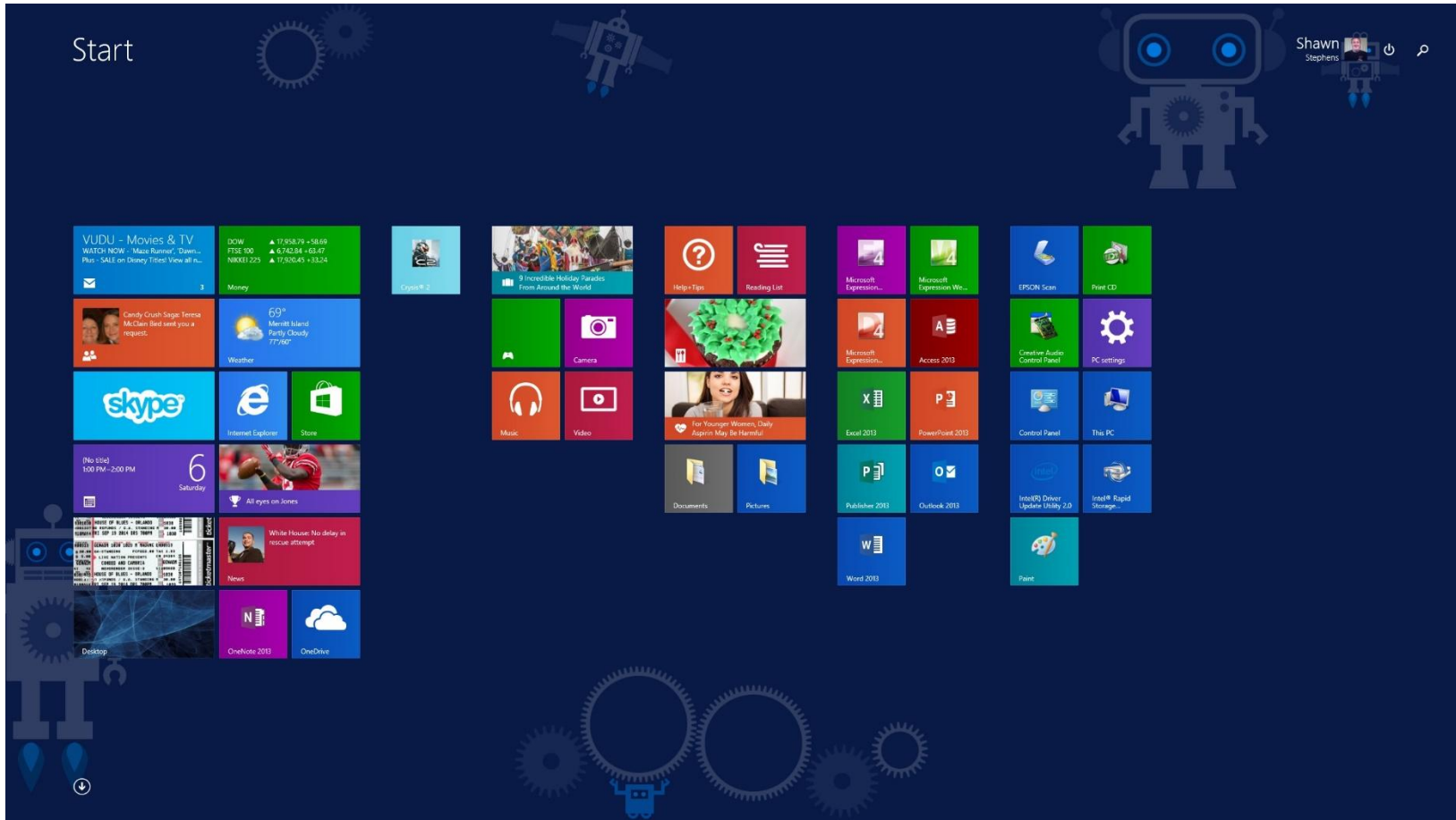




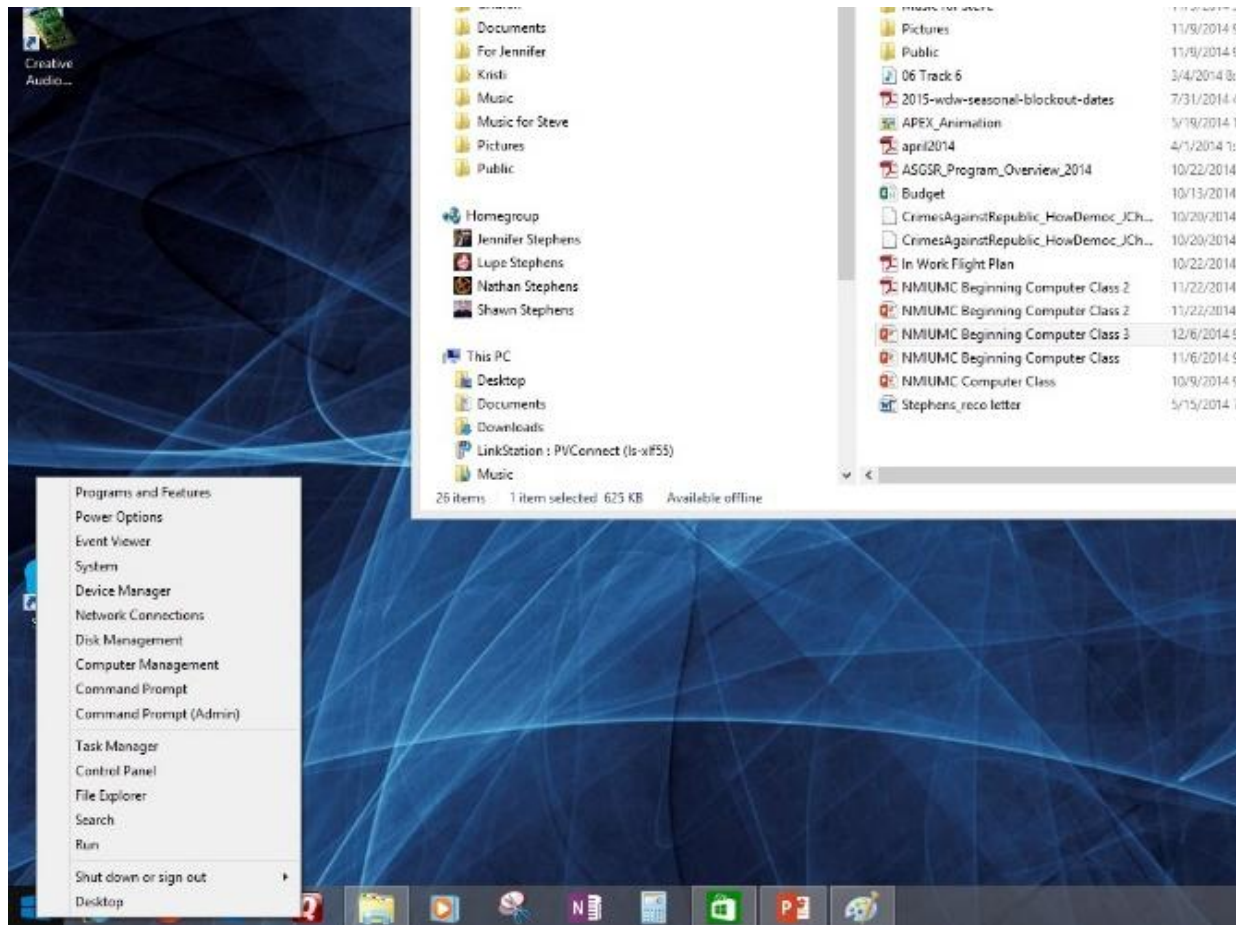
# Start Menu – Windows 8



# Start Page – Windows 8



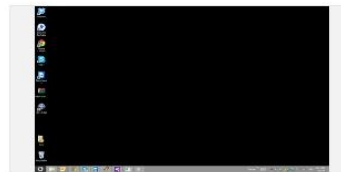
# Start Menu – Windows 8



# Store Search – Start Menu



**Pokki Start Menu**  
Download Pokki, a free Start menu for Windows 8, and more. Get your Start button  
Desktop app ★★★★★ 1,317 Tools



**FREE Start Menu for Windows**  
Bring the Start Menu back to your operating system. Our software can arrange your files &  
Desktop app ★★★★★ 3,651 Tools



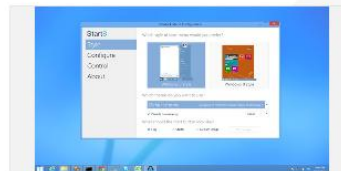
**StartW8 Start Menu**  
StartW8 is the Start Menu replacement for Windows 8, which replace missing Start button  
Desktop app ★★★★★ 760 Productivity



**StartFinity Start Menu**  
StartFinity adds the Start button and Start menu to Windows 8 desktop, giving you a  
Desktop app ★★★★★ 549 Tools

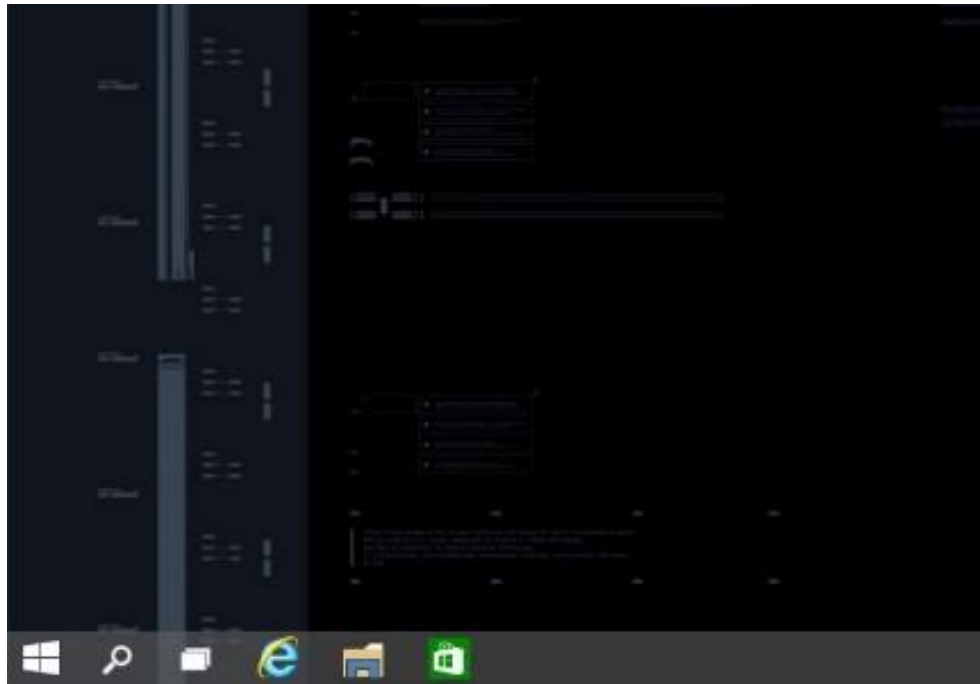


**Classic Start 8**  
Classic Start 8 combines a Windows® 7 style start menu with the bold new design and  
Desktop app ★★★★★ 2,377 Tools

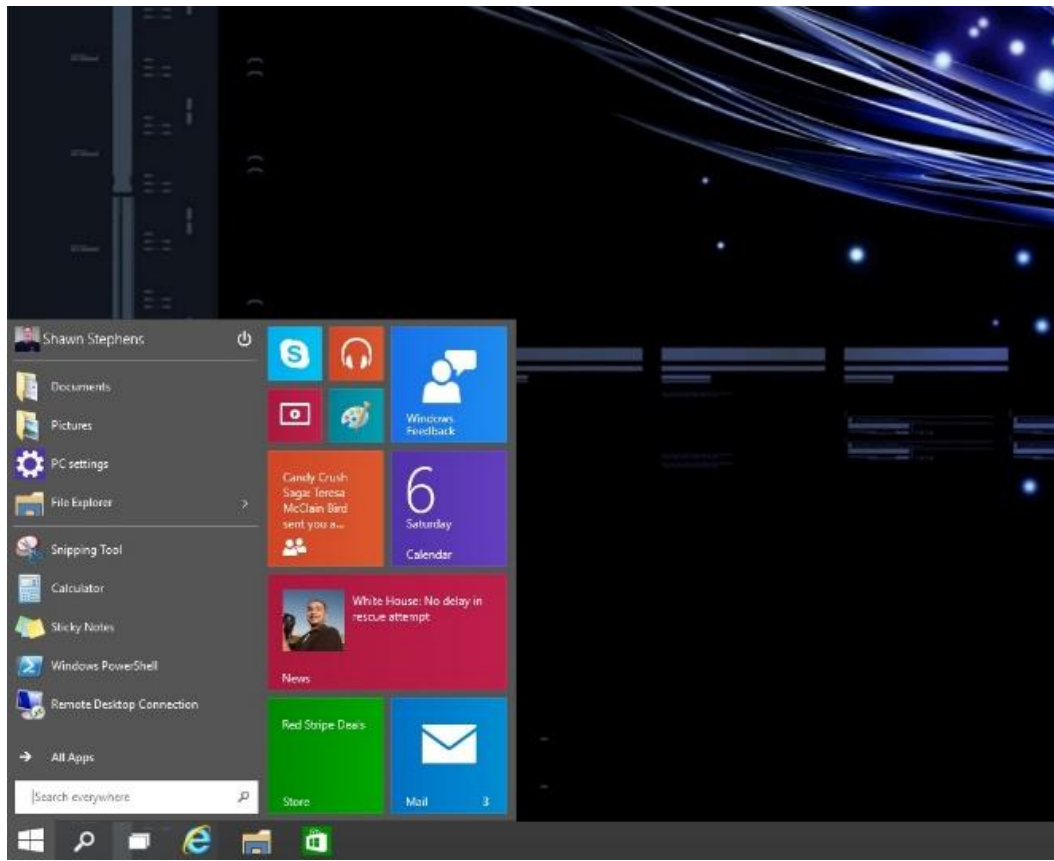


**Start8™**  
The Windows® 8 start menu returns with Start8™! Start8 accurately recreates the classic  
Desktop app ★★★★★ 410 Tools

# Start Menu – Windows 10



# Start Menu – Windows 10



# Grab a Screen Shot

- Windows 7 and higher including a Snipping Tool which allows you to grab a section of your screen
- Can also use the following keyboard combos
  - CTRL+PRINT SCRN – Entire desktop
  - ALT+PRINT SCRN – Active Window Only
- The Print Screen action only copies the data, you need to paste it into another program
- Use the Microsoft Paint program for this. It's already on your computer!
  - Look under Accessories in your start menu or search in installed programs
  - Make a shortcut if you want to make it easier to find

# Music on your PC

- You can stream music for free
  - Pandora
  - Spotify
  - iHeart Radio
- You can copy music to your PC from your own CD
  - Called “Ripping” a CD
  - Windows has a Media Player installed – no need for other software
  - Legal to copy your CD for your own use, not legal to copy CD for other people
  - Listen to your own playlist or make your own custom CD for your car or home stereo



# Browsers & Search Engines

- Browsers – Surf the Internet
  - Internet Explorer – Microsoft
  - Firefox – Mozilla
  - Chrome – Google
  - Safari – Apple
  - Opera
- Search Engines – Search the Internet
  - Bing – Microsoft
  - Google – Google
  - Yahoo!
  - Ask!

# Virus Protection

- Run something, anything
  - Microsoft provides a great list for starters (Copy & Paste)  
  
[windows.microsoft.com/en-us/windows/antivirus-partners](http://windows.microsoft.com/en-us/windows/antivirus-partners)
- Real-Time Antivirus
  - Microsoft Security Essentials – Minimum
    - Equivalent included with Windows 8 – Defender
  - AVG
  - Bitdefender
- Maintenance
  - Malwarebytes
  - Spybot
  - Free Super Anti-Spyware

# Stay Safe!

- Beware of anything asking for your information
  - Banks won't send emails asking for your password
  - Go directly to the bank's website if you are concerned
- If it is too good to be true, it probably isn't true
  - You probably didn't win \$2.5 million from Nigeria
  - You probably don't have a refund from the FBI sting
- Beware of brief emails from old friends such as this
  - One of the best lessons from Oprah here <http://fernandoariasmd.com/pleased.php>
  - These are spam from their address book
- How to stop it? Good luck! But here's some tips on the next slide.

# Dealing with Spam

- Have a mail client with junk email folders
  - Outlook
  - Live Mail
  - Mozilla Thunderbird
- If you check email on-line, report them to your email provider through the website
- Don't unsubscribe unless it is a trusted website
  - It's okay to stop the mailing list from Tiger Direct or Harbor Freight as you probably signed up for them in the first place
  - Unsubscribing from an unsolicited source verifies your address and invites *MORE* spam
  - Your address is sold as a verified address to other spammers

# Merry Christmas to All!

- Don't forget the drive-thru Nativity next weekend
- We'll get the class restarted in January sometime