Unit 4-1 *Finding and Opening Programs*

A. Identify the parts of the Windows (10) interface

desktop, taskbar, Search bar (may not be active), etc.).

B. Demonstrate knowledge of the Windows Start Menu, including **Get Help**.

(Get Help may not be on some versions)

C. Use the **search bar** to locate a file, program, or document.

D. Start and exit (Close) programs.

Unit 4-1 Find and Open WINDOWS Programs

4-1 Learning Objective Standards

2. Identify the parts of the Windows 10 interface (desktop, taskbar, Start Menu, etc.).
3. Demonstrate knowledge of the Windows Start Menu, including **Get Help**.
4. Use the **search bar** to locate a file, program, or document. (may be hidden! Just Type)
6. Start and Exit (close) programs.

4-1 Vocabulary

Application / app / program
search bar
desktop
Start Menu
Taskbar / (Dock on Mac)
Windows

START (Hide or Show Apps)

ICONS
of
APPS

Alphabetical List
Of Applications
(Use Mouse Scroll Wheel)
Or type a Letter to JUMP to
the section in the list)

User Profile
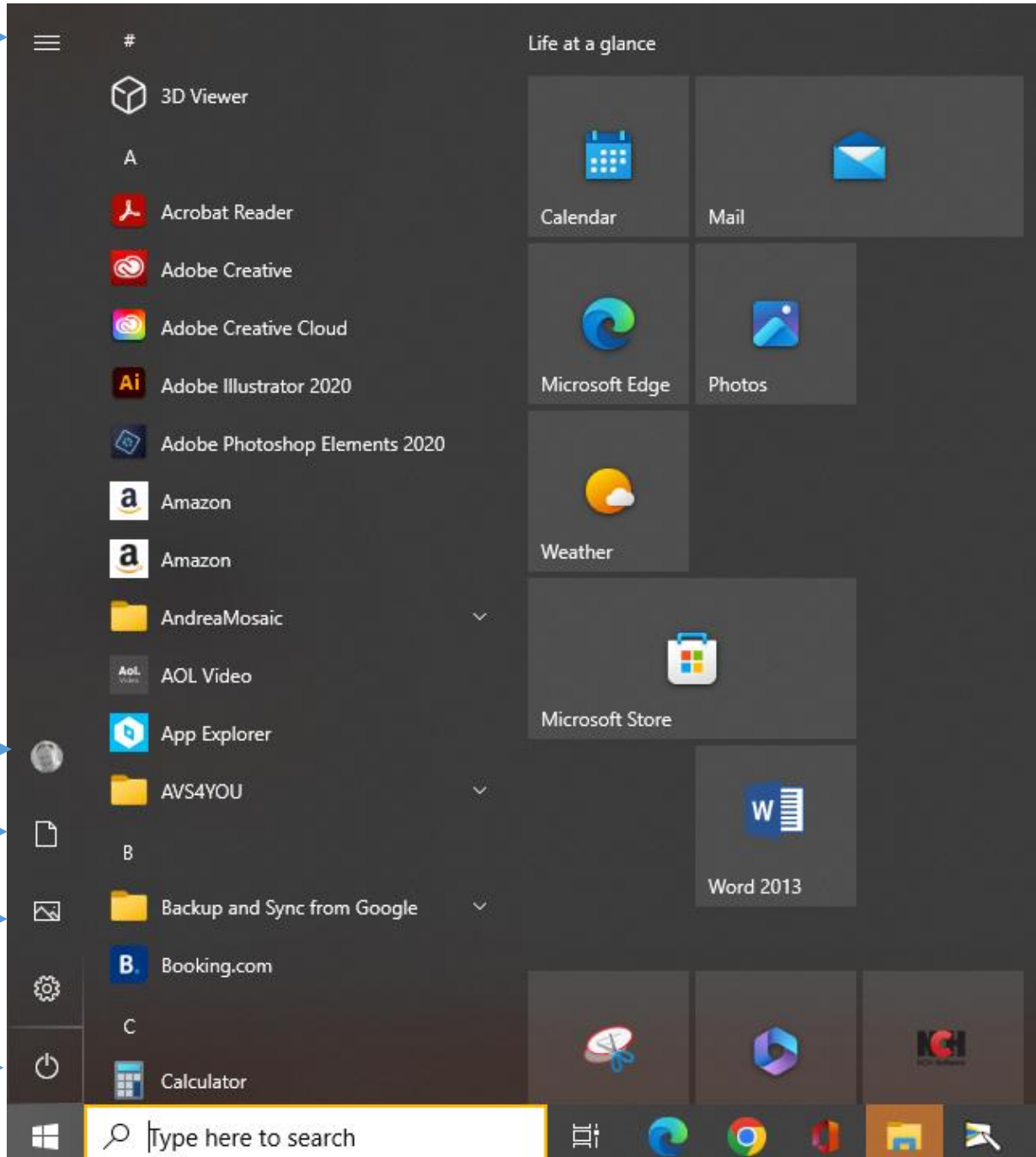and Logout

Document Folder

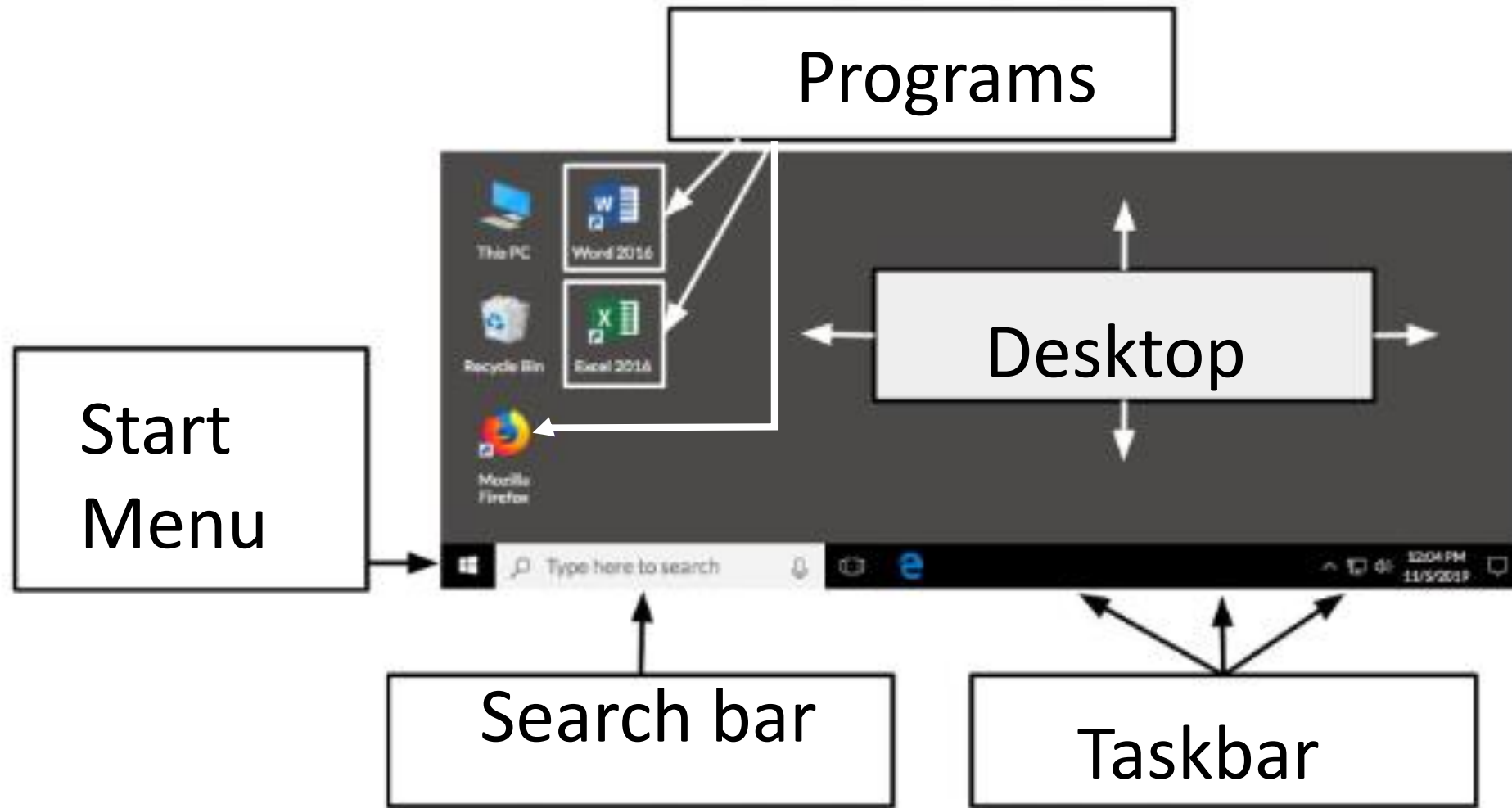Pictures Folder

Settings

Power

WINDOWS

Task Bar

Life at a glance

3D Viewer
A
Acrobat Reader
Adobe Creative
Adobe Creative Cloud
Adobe Illustrator 2020
Adobe Photoshop Elements 2020
Amazon
Amazon
AndreaMosaic
AOL Video
App Explorer
AVS4YOU
B
Backup and Sync from Google
Booking.com
C
Calculator

Calendar
Mail
Microsoft Edge
Photos
Weather
Microsoft Store
Word 2013

Type here to search

4-1-B Handout "Places on the Desktop"

4-1-C Reference Organization

Where is...?

Firefox	Edge	Word	Excel

◆ "Where is Firefox (a **program** to search the internet)?" (**desktop** and **taskbar**)
◆ "Where is Edge (a **program** to search the internet)?" (**taskbar**)
◆ "Where is Word (a **program** to create documents)?" (**desktop** and **taskbar**)
◆ "Where is Excel (a **program** to create spreadsheets of numbers)?" (**desktop** and **taskbar**)

This PC   Word 2016

Recycle Bin   Excel 2016

Mozilla Firefox

Type here to search   12:06 PM 11/5/2019

4-1-A Handout: **Practice with APPS**

Find and open the **Calculator**

Use the calculator to find the answers.

1) 15219 + 827 = _____

2) 99,309 - 52,682 = _____

3) 132 x 17 = _____

Find and open the **Calendar**

Use the calendar to find the answers.

4) What day of the week is March 22nd? _____

5) How many Fridays are in May this year? _____

Other Applications:

NOTE
PAINT
ADOBE

MEDIA PLAYER
Camera
Clock

SNIP
VOICE

4-1-D Reference   Pair Explore

Directions: Complete the following with a partner on one computer.

1. Use the **Start Menu** to open 'Microsoft Edge'. (Not Chrome)

2. Search for "weather today".

3. Close 'Microsoft Edge'.

4. Use the **search bar** to open 'Word'.

5. Type your name.

6. Close 'Word' (click 'don't save').