My name is **Bob Francis**.

I have over 40 years of experience working with & teaching computers.

Not only is it fun and enjoyable to teach, but I learn new things at the same time.

We never stop learning. It keeps the wheels going around.

Quote……

We are what we repeatedly do. Excellence, then, is not an act, but a habit.

                                                              Aristotle

Learning the piano, the first step is to play a song that has repetition of the keys or notes. Twinkle Twinkle little Star is a repetition of 6 keys or notes.
CC GG AA G   FF EE DD C
https://www.youtube.com/watch?v=2S0Rw6g8RlU   www.youtube.com
Twinkle Twinkle Little Star - Piano Easy Tutorial - YouTube

The easiest way to learn is by doing something that will accomplish a goal.
The goal will be to explore the Start Menu and create folders.

Different skill levels -- Classes will be for basic instructions for Windows 10
    No such thing as a dumb question.
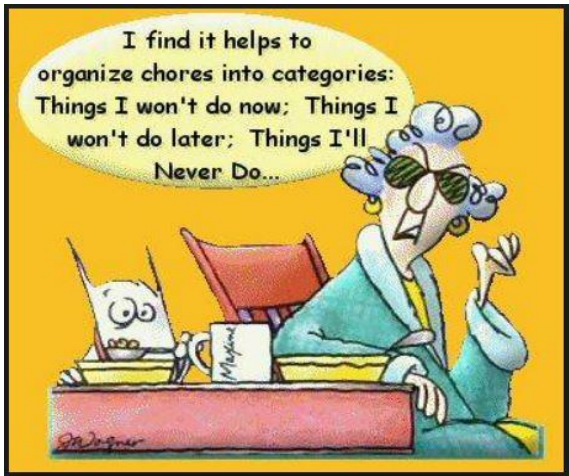   Who would like to answer this question? Watch TV on the phone?

The first things to know to have a good experience with the computer is the Start Menu and how to organize your folders and files.

The **Start menu** is where all the applications are to select and run on the computer.

File Explorer application is how to organize the folders and files to save to the computer. This is the digital file cabinet.

Learning these first will help to enjoy the computer.

Robert Francis   **Web2sons Associates**   www.web2sons.com

Agenda: Start Menu & File Explorer Application

Desktop, Icons, tiles, File Cabinet, Drawers,

Files and Folders

Quote…… **We are what we repeatedly do.**

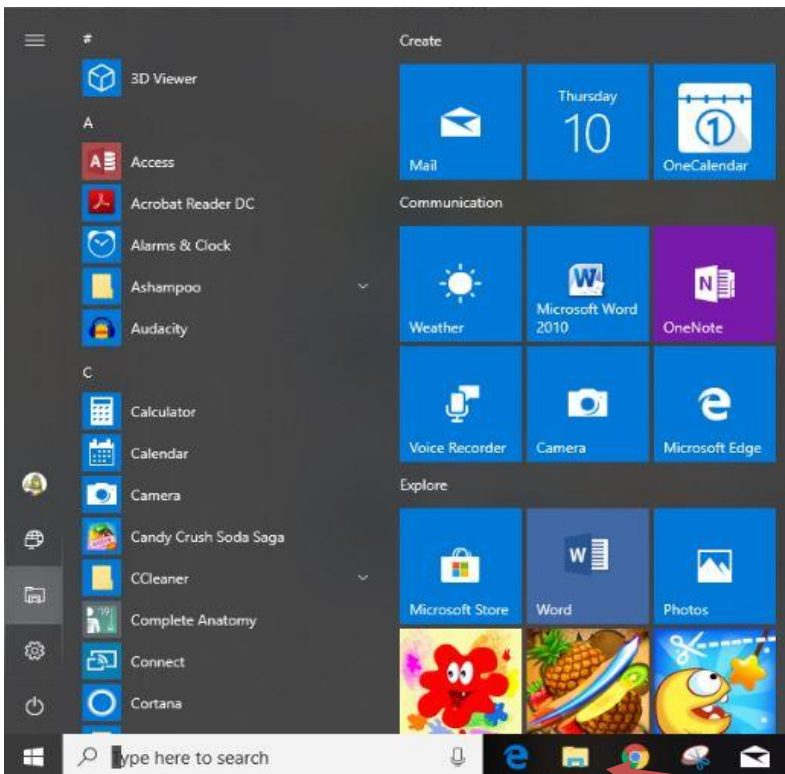**Excellence, then, is not an act, but a habit.**

Aristotle

Step 1 – **Press the Windows logo key on the keyboard to display the start menu.**

This is a special key also used for shortcuts.

Example: Press the **Windows Key + E**

will open the **File Explorer** window

Windows key + I – will open **Settings**

Step 2 – **Above action will display this Start Menu**

This is the Start Menu

The tiles can be moved and deleted to personalize them the way the computer is used.
Left & Right click tiles.

The tiles can be made bigger or smaller to fit items that are used the most.

These tiles can also be put in groups and labeled.

The tiles can be made to change items to view on the tile – called live tiles.

Step 3 –**File Explorer can be opened by clicking the Folder icon on the Task Bar**

Navigation of the File Explorer Window

Step 4 – **Clicking the file icon will display the File Explorer window**

This is the File Cabinet window where to save all folders and files.

1 Window Title

2 Ribbon

3 Location/Path

Navigation

This right pane view is the Quick access view that shows Folders and Files.

When the Pictures Drawer is clicked in the left pane #4 this view will change to Folders.

When a Folder is clicked in this view #5 it will open the folder to view the files.

5

This PC icon in the left pane #4 is the File Cabinet and the items below it are the drawers – ie: documents, music, pictures, videos etc.

Local Disk (C:) is the storage hard drive. Main file cabinet.

4

6

The parts of the File Cabinet window display

1. Top Pane - **Title Bar** of Window – **File Explorer**
2. Next Pane – **Menu Bar** or **Ribbon**
3. Address Bar – **Location** of the files and folders
4. Left Pane – **File Cabinet** with Drawers – ie: Documents, Music, Pictures, Videos
5. Right Pane – **Folders in the Drawers** from the left pane Drawer option selected
6. Bottom Pane – **Start** Windows Logo key, **Search box**, **Task Bar** with icons
   Drawers only have folders – folders have files and can have more folders

File Cabinet

4 & 5

How to Create a New Folder in Windows 10

Do your files and documents need better organization?
Group related files into distinct folders on your computer
and you'll always easily find what you need. Here are a few ways
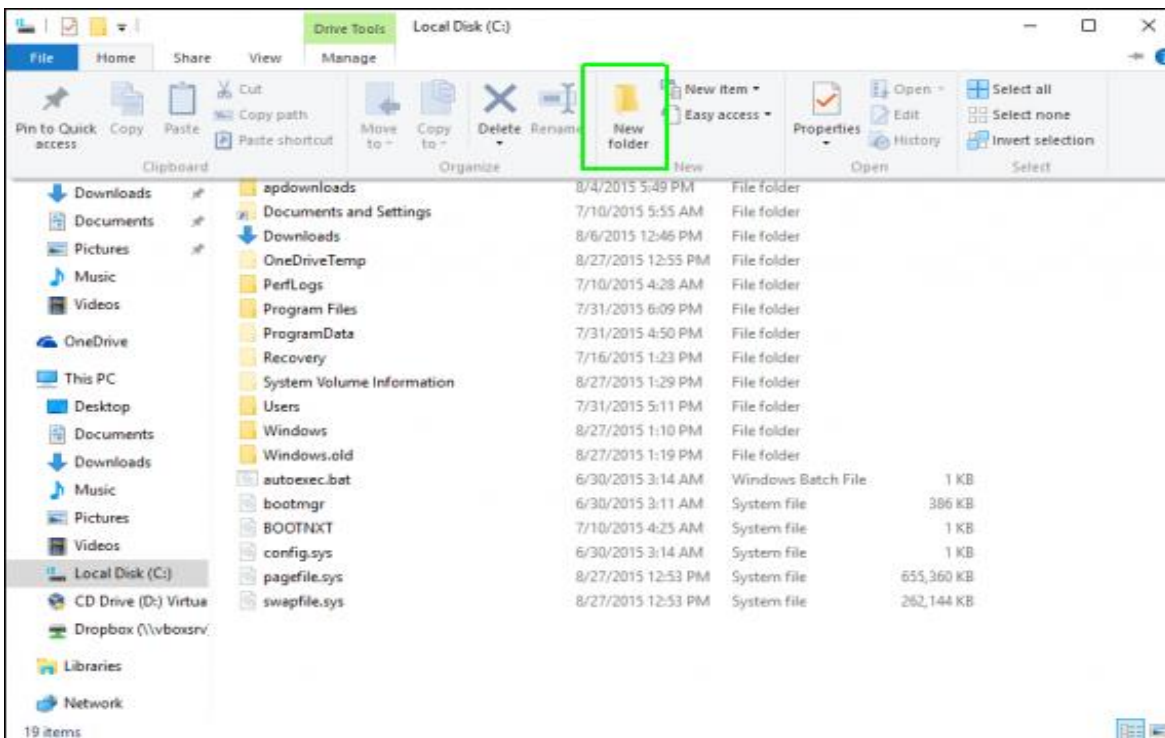to quickly create a new folder in Windows 10.

Method 1 - Create a New Folder by Right-Clicking

1. **Navigate to the location where you want to create the folder.**

2. **Right-click on a blank space** in the folder location. Take care with this: If you right-click on an existing item in the folder, you'll get the wrong menu.

3. **Select New then Folder** from the contextual menu. Windows will create the new folder at your current location.

4. **Enter your desired folder name** to replace "New folder" and press Enter.

You can create folders on the Desktop using this method too. Right-click on a blank space on the Desktop, then go to New > Folder.

Method 2 - Create a New Folder from the Ribbon Menu

Another simple way to create a new folder is to use the New folder button in the File Explorer menu. Just navigate to the place you want the folder and click or tap "**New folder**" in the Home tab

Sometimes the File Explorer Menu is hidden. Also called the Ribbon.