**User guide for laptop or PC .** (Rev July 2022).

Note: Unless otherwise stated, wherever ‘’**click**’’ is mentioned it means **left** click the mouse button.

Note: I recommend you set a password for your PC (they are provided without passwords).

**To set a password**.

* Switch on the PC. Wait until it fully boots up (takes about 60 seconds)
* Right click (with the mouse) on the windows button/icon on the bottom left side of the task bar (that’s the bar with all the icons along the bottom of the screen).
* Click on ‘’settings’’
* Click on ‘’accounts’’
* Click on ‘’sign in options’’
* Click on ‘’password’’
* Click on ‘’add’’
* Enter a password and confirm it then add a hint if desired.
* Click ‘’next’’
* Click ‘’finish’’
* Reboot the PC just to make sure the password has been applied.

1. **Recycle bin.** When deleted items are put in here to give you a chance to restore if deleted in error. However when you clean this bin they are gone.
2. **Ccleaner.**

* This is a free PC cleaner that it very good and I recommend running it approx monthly.
* To run Ccleaner, click on the icon. Then click ‘custom clean’ and ‘analyze’. Then click ‘run cleaner’. Wait for it to finish - typically takes about 10 seconds or so, unless there is a lot of junk.
* Then just close the program by clicking the little ‘x’ in the top right hand corner of the program. **Do not click on ‘’do more with pro’’**. If you do it then takes you to other menus where you will be asked to pay for the upgraded version.

1. **Windows start button**. Click this to go to listing of all programs and resources.
2. **Search button**. Click this and then type in what you want to search for.
3. I have installed **Google** as the default internet browser. I have also installed ad block plus a free ad and junk blocking program in Google.
4. **Windows explorer**. Here you can see a list of all your files and drives.
5. **Restart button**. Clicking this is an easy way to restart the computer.
6. **Windows media player**. A good free music player and library.
7. **VLC** it’s a good free **video** program.
8. **Excel** equivalent – good for spreadsheets (almost identical to MS excel).
9. **Word equivalent.** Writing program. Basically the same as Microsoft word**.**
10. **PowerPoint equivalent.** Good presentation program. Basically the same as MC PowerPoint.
11. **Teamviewer.** (where provided). Allows remote access to computer subject to agreement of both parties.
12. **Thunderbird.** This is a good e-mail program. You can also opt to use Google mail instead.
13. **Sun clock.** Great world map for seeing what time it is around world.
14. **Control panel.** Allows changing of settings. Not recommended unless you are PC literate.
15. **Picture manager.** Good program for viewing and adjusting photos.
16. **Google earth.** (where provided). Great program for zooming around the world at street level in most places.
17. **Web camera.** (where provided). Click on this to check that your laptop web cam is working. PC’s will need a separate web camera.
18. **Battery.** Show how much charge is left in the battery and also when its charging
19. **Network**. The icon shows as a monitor when an internet connection is made. Also access to internet/network settings.
20. **Speaker**. Right clicking lists sound settings etc. If this icon shows a red exclamation mark then the speakers are not active.
21. **Notification**. Lists notifications.

**IMPORTANT NOTE**: We **STRONGLY** recommend using an **external hard drive or USB memory stick**/flash drive to back up important documents, photos, etc. as the perfect computer that never fails is still to be invented.