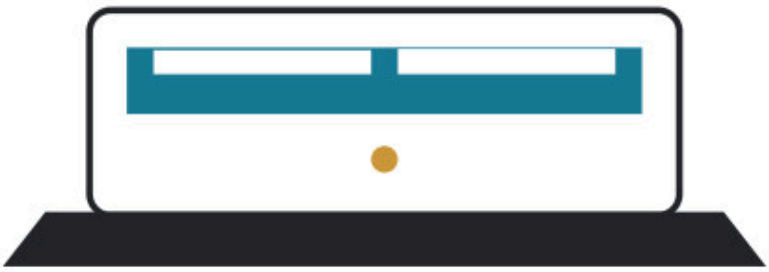
THE PROOF SERIES

Computer Proof

A Senior's Simple Guide to Windows 11



FOR SENIORS

PROUDLY CANADIAN

John Marshall



PROUDLY CANADIAN

FREE SAMPLE CHAPTER

By John Marshall

www.buyproof.ca

COMPUTER PROOF

Before you begin

Set yourself up so practice feels easy rather than tiring.

SCREEN

1. Put the screen where you can see it without leaning forward.
2. Use a firm chair and rest your feet on the floor or a footstool.
3. Keep the power cable nearby. A laptop can be used while plugged in.
4. Have your Wi-Fi name and password available, but do not leave passwords on display.
5. Keep a notebook for steps that work on your particular computer.

! **Helpful note:** Take a short break every 20 to 30 minutes. Comfort improves learning.

COMPUTER PROOF

Desktop computer or laptop?

Both use Windows 11. The main difference is where the parts are.

SCREEN

1. A desktop usually has a separate monitor, keyboard, mouse, and computer case.

2. A laptop combines the screen, keyboard, touchpad, battery, and computer in one folding device.

3. The Windows instructions in this book work on both unless a page says otherwise.

! **Helpful note:** If you prefer a mouse, you can plug one into a laptop and ignore the touchpad.

! **A small smile:** A laptop is a desktop computer that learned to fold itself up and leave the house.

COMPUTER PROOF

Meet a desktop computer

A desktop stays in one place and usually has separate parts.

Desktop

Taskbar

1. Monitor: shows Windows and your work.
2. Computer case: contains the main electronics and power button.
3. Keyboard: types letters and controls commands.
4. Mouse: moves the pointer and selects items.
5. Speakers or headset: play sound.

! **Helpful note:** Trace each cable before unplugging it. A phone photo of the back can help you reconnect everything.



COMPUTER PROOF

Meet a laptop

A laptop folds shut and can run from a battery.

SCREEN

1. Screen: often includes a small camera at the top.
2. Keyboard: may include special brightness and volume keys.
3. Touchpad: moves the pointer with a finger.
4. Ports: accept power, USB devices, headphones, or a monitor.
5. Hinges: let the screen move; lift from the centre to reduce twisting.

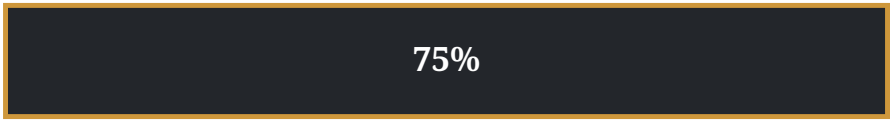
! **Helpful note:** Ports vary by model. Never force a plug; turn it over and check the shape.

COMPUTER PROOF

Turn it on and shut it down

Use the power button to start. Use the Windows menu to shut down normally.

1. Press the physical power button once.
2. Wait for the sign-in screen.
3. To finish, select Start on the taskbar.
4. Select the Power symbol, then Shut down.
5. Wait until the screen and indicator lights turn off before packing a laptop.



! **Helpful note:** Holding the power button is an emergency step only for a completely frozen computer.

COMPUTER PROOF

Sign in without worry

Your sign-in protects your files and settings.

1. Wake the computer by pressing a key, clicking, or opening the laptop lid.

2. Choose your name if more than one account appears.

3. Enter your personal identification number (PIN), password, fingerprint, or face sign-in.

4. Press Enter or select the arrow.

! **Helpful note:** A Windows PIN usually works only on that device. Do not share it with unexpected callers.

COMPUTER PROOF

Your desktop is home base

After sign-in, the desktop gives you a familiar place to begin.

Desktop

Taskbar

1. Desktop: the large background area.
2. Icons: small pictures that open files, folders, or the Recycle Bin.
3. Taskbar: the strip along the bottom.
4. Start: the Windows symbol on the taskbar.
5. System area: network, sound, battery, date, and time.

! **Helpful note:** If you feel lost, press Windows key + D to show the desktop.

COMPUTER PROOF

Move and click with a mouse

The pointer follows the mouse. Small movements are enough.

TOUCHPAD

1. Point: move the arrow over an item.
2. Left-click once: select an item or press a button.
3. Double-click: press twice quickly to open many desktop items.
4. Right-click: show a menu of choices.
5. Scroll: roll the wheel to move a page up or down.

! **Helpful note:** If double-clicking is difficult, select the item once and press Enter.

TALE

COMPUTER STORY

A familiar moment

The pointer races into a corner just as you click. Lift the mouse, place it back in the middle, and try again - no harm done.

COMPUTER PROOF

Use a laptop touchpad

The touchpad does the same job as a mouse.

TOUCHPAD

1. Slide one finger to move the pointer.
2. Tap once to select or click.
3. Tap twice quickly to double-click.
4. Tap with two fingers to right-click.
5. Slide two fingers up or down to scroll.

! **Helpful note:** Change touchpad speed at Start > Settings > Bluetooth & devices > Touchpad.

COMPUTER PROOF

Know the useful keys

You only need a small group of keys for everyday work.

SPACE BAR

1. Enter confirms a choice or starts a new line.
2. Backspace removes the character to the left.
3. Shift makes one capital letter when held.
4. Caps Lock keeps letters capital until pressed again.
5. Arrow keys move through text or menus.
6. Escape often closes a menu or cancels a small window.

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