

## **Top 20 Features in MS Windows**

1. Start menu - searching for apps, shut down laptop, put it in sleep mode
2. Using File Explorer - creating folders, adding new files, moving files from one folder to another, search for files
3. Basic keyboard shortcuts - Ctrl C for Copy, Ctrl V for Paste, Ctrl Z for Undo
4. Display: Adjust screen resolution, brightness and orientation, font size
5. Sound: Adjusting volume, using mute
6. Background - Changing desktop wallpaper; making a photo the wallpaper
7. Date and Time - Changing time and time zone
8. Mouse settings - Changing sensitivity to mouse movement
9. WiFi - Connecting laptop to Wi-Fi using hotspot
10. Adding an app from Internet (e.g., Skype)
11. Opening and closing different apps such as MS Excel, MS Word, MS Power Point, creating a file and saving in a folder
12. Password - Setting and changing password for laptop, creating different passwords for different users
13. Uninstall an existing program using Control Panel
14. Connecting a laptop to external monitor using HDMI cable
15. Adjusting power and battery settings (screen timeout, battery performance settings)
16. Connecting an external zip drive to a laptop and moving files from laptop to zip file and from zip drive to laptop
17. Arrange app icons on the laptop screen
18. Moving apps to the taskbar at bottom of the screen
19. Changing color schemes for laptop background, taskbar and start menu
20. Using various buttons in the keyboard - e.g., numbers, alphabets, insert, delete, backspace, page up, page down, scroll lock, tab, caps lock, ctrl, alt