PC: Helpful Information

PC Hardware

Dell All-in-One PCs have the following hardware ports:

- Headphone Port
- Microphone Port
- 2 USB Ports
- Card Reader

- CD Drive
- Power Button

On the back of the computer you will find:

- 6 USB Ports
- Ethernet port
- Speaker/Microphone jack
- HDMI

Right

Left

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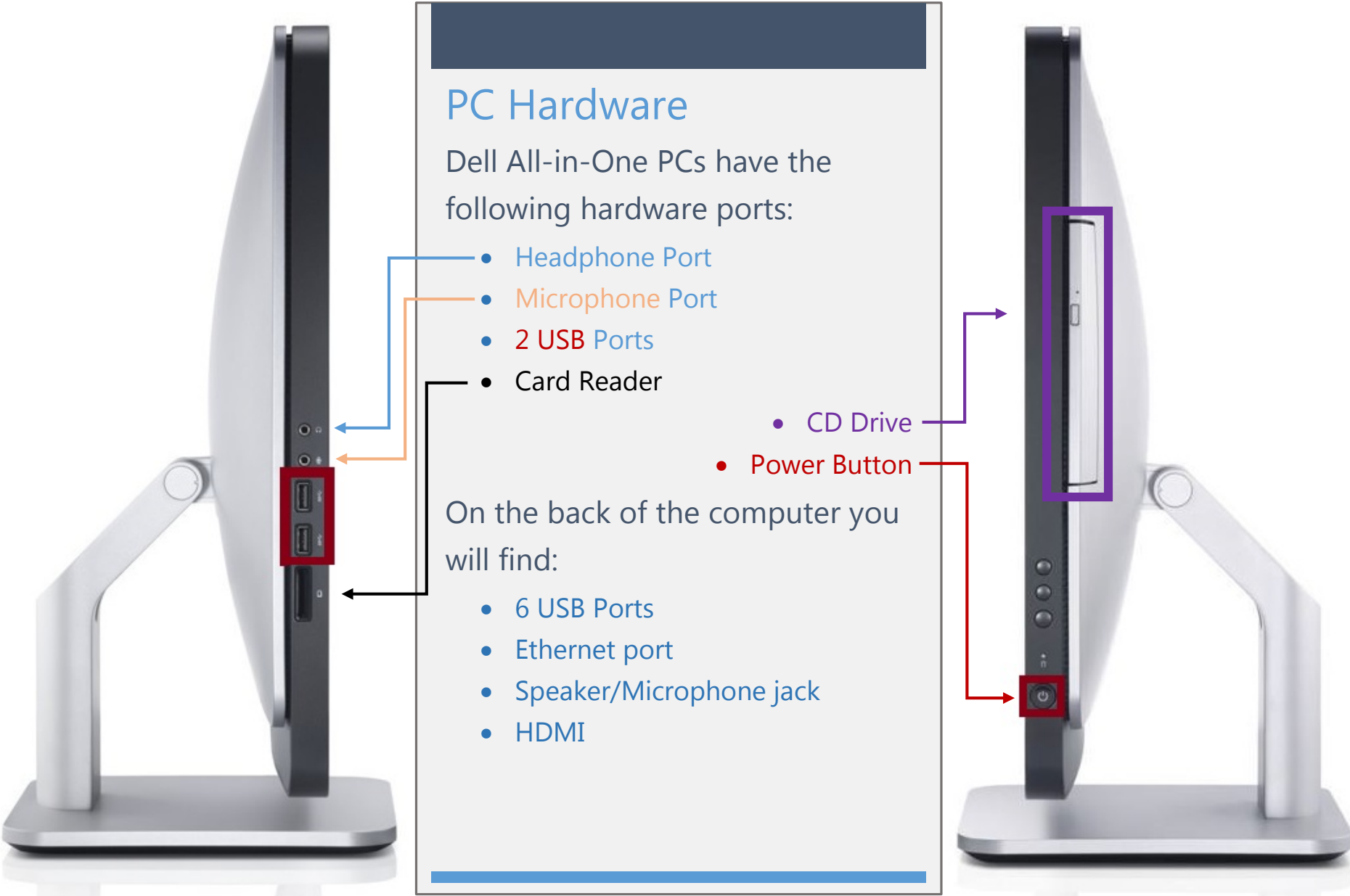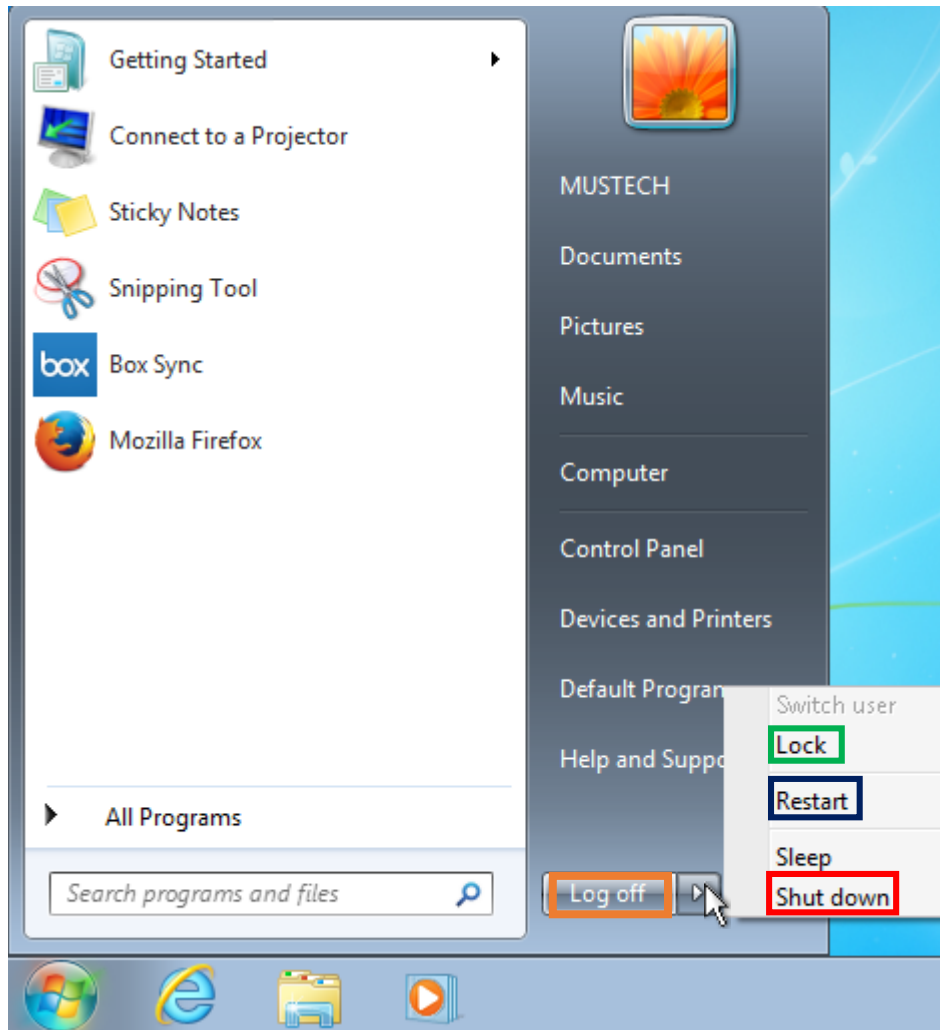
PC: Power Options

Start Menu

Log off, Shutdown, Restart

To get to these options click the Start menu icon. The options are on the right-hand side of the Start Menu. Log off will be the default option. To see more options click the arrow next to the *Log Off* button.

Lock
➤ Lock your computer if you are going to be stepping away for even just 5 minutes. Locking will prevent anyone from accessing your information, but will keep any programs you had open running.

Log Off
➤ You should log off anytime you are going to be away from your computer for more than a brief break. Make sure to save any documents before logging off.
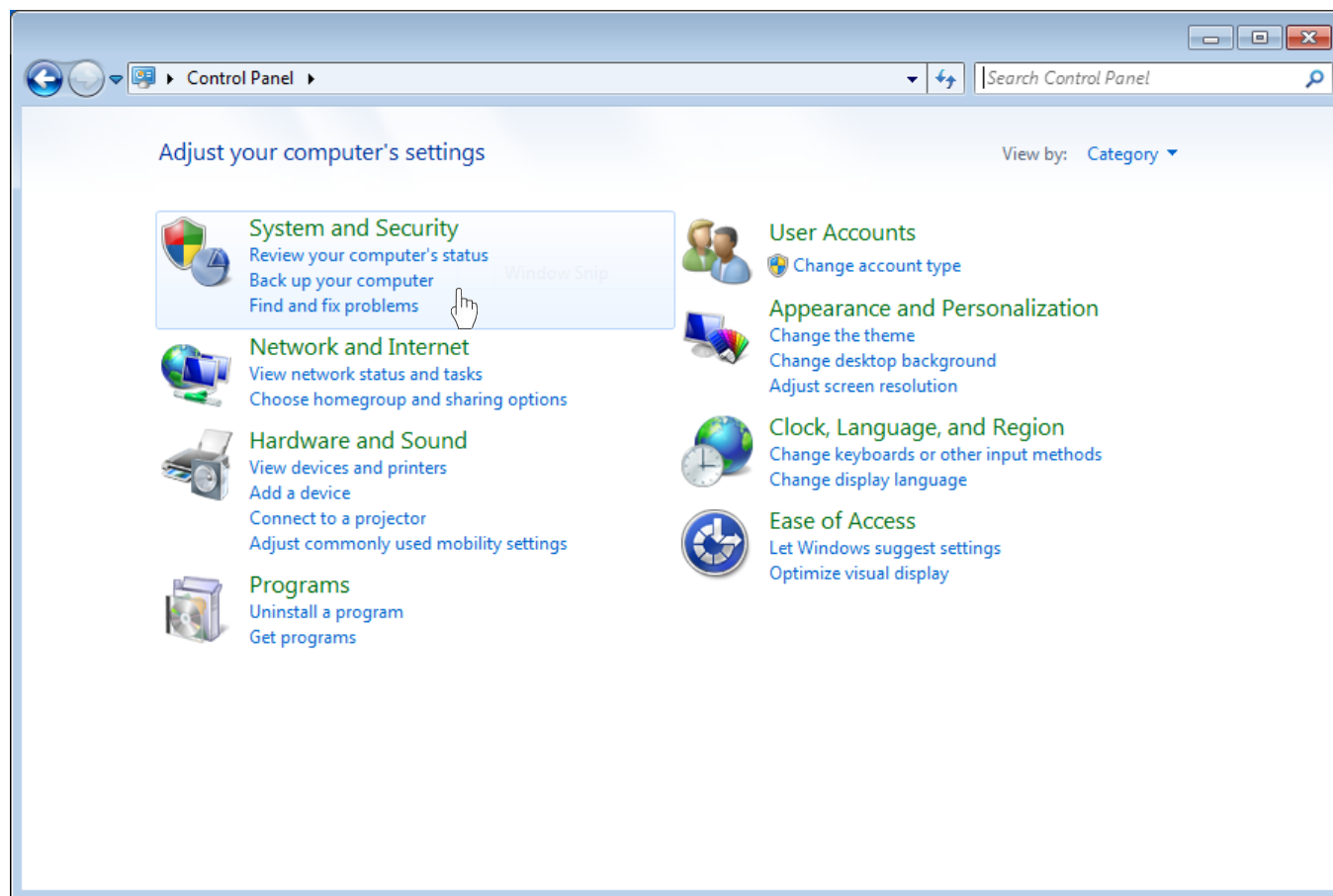
Restart
➤ If your computer is running slow, or you are having problems with programs try restarting your computer.

Shutdown
➤ We do not recommend shutting down your computer. This will prevent the computer from getting any updates. Please leave your computer turned on.
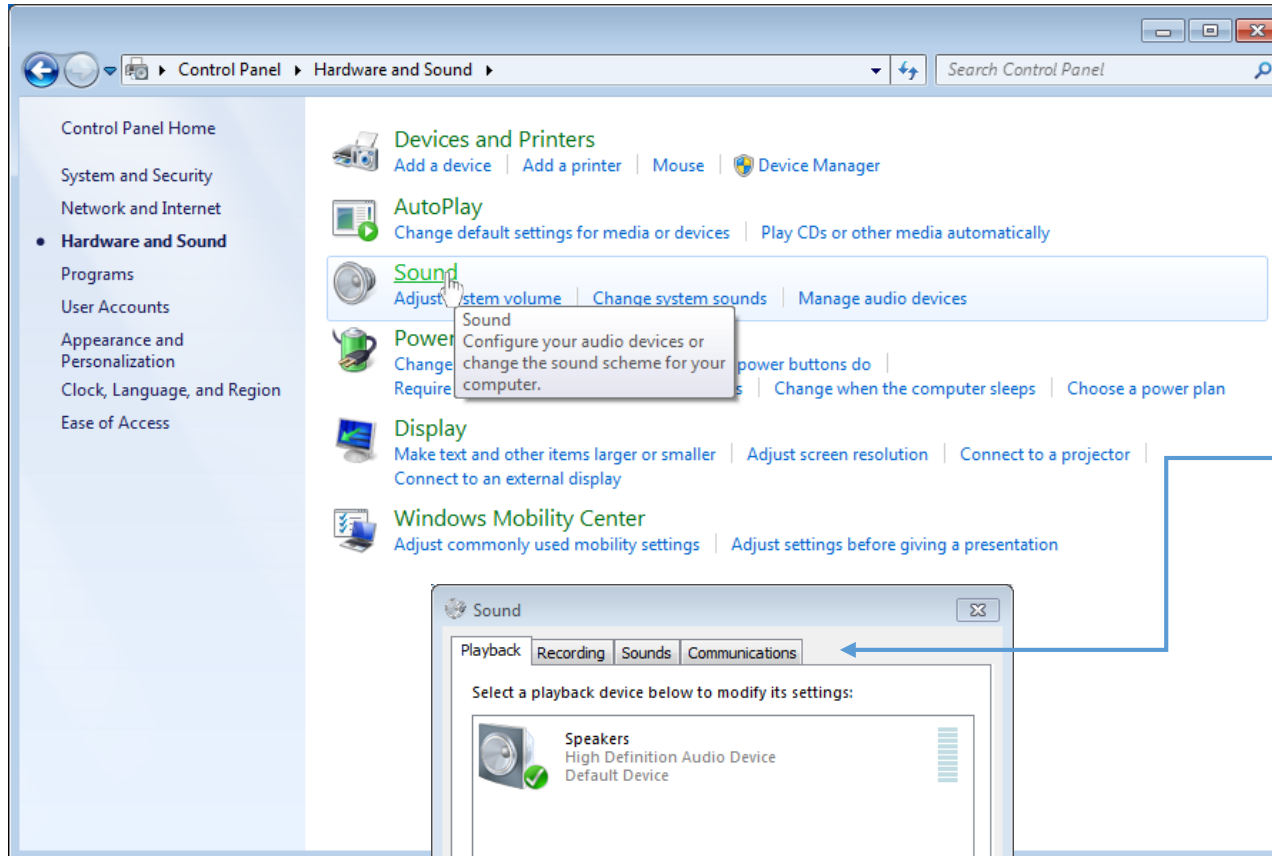
PC: Control Panel

Control Panel

Control Panel

The control panel allows users to view and use basic system settings. From the Control Panel you can:

➢ Check Devices and Printers
➢ Change Sound Preferences
➢ Check what programs are installed
➢ Change desktop background
➢ Adjust screen resolution

PC: Control Panel - Sound

Control Panel

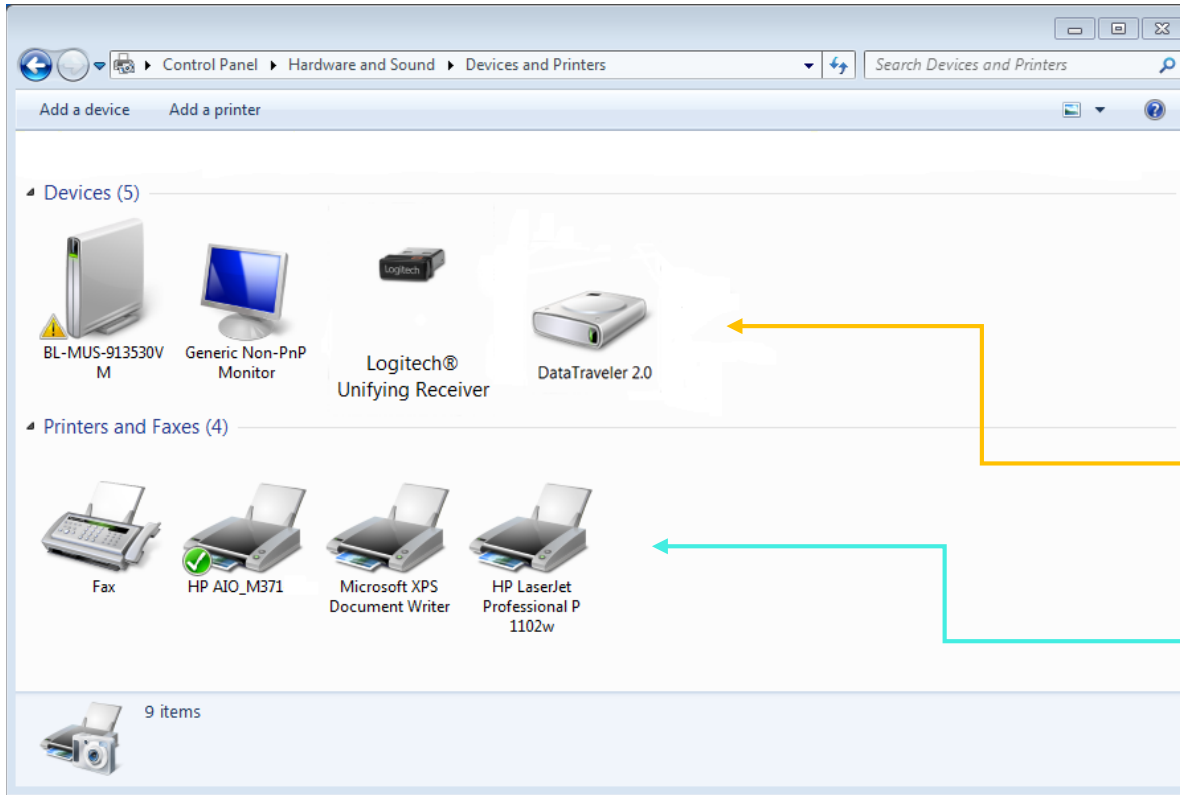*Sound Menu*

Control Panel - Sound

From the Control Panel click >
Hardware and Sound

➢ Click *Sound* to open a new menu

From this new menu you can choose your speakers, microphone and communication device (phone)

➢ Right-click on a device to set it as default. This status is indicated by the green ✅ check mark.

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PC: Control Panel – Devices & Printers

Devices and Printers

Printer right-click menu

Control Panel – Devices and Printers

From the Start Menu click > *Devices and Printers* (located just beneath *Control Panel*)
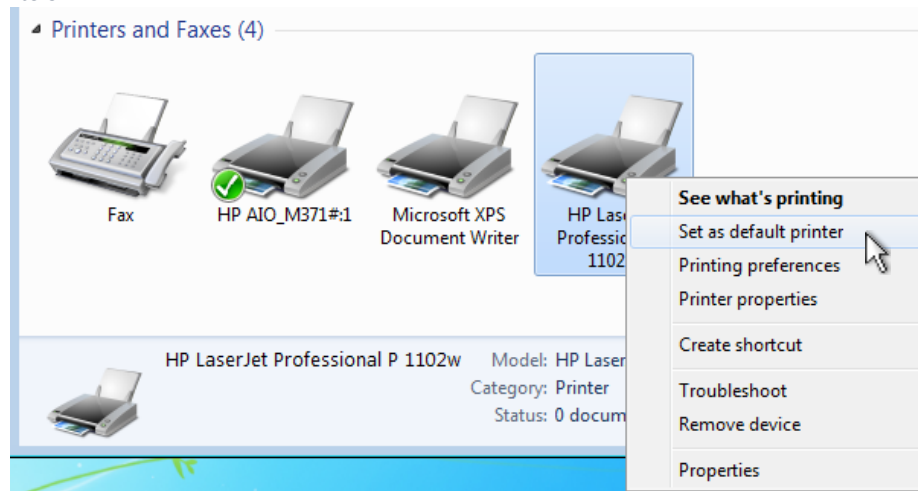
Devices:

➢ See what devices are connected to your computer (i.e. flash drive)

Printers:

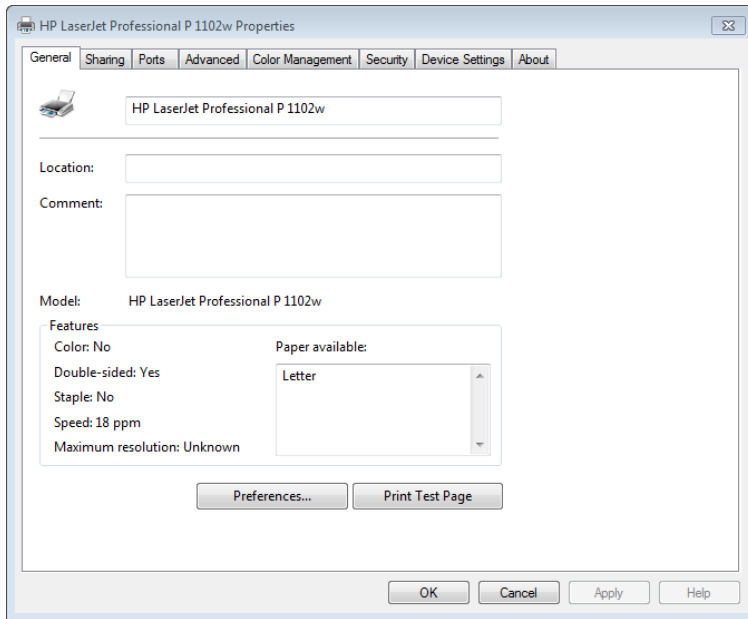➢ See what printers are currently connected to your computer (USB or Network)

- o ✅ signifies default printer
- o To change default printer, right-click on the printer you want as default and select *Set as default printer*
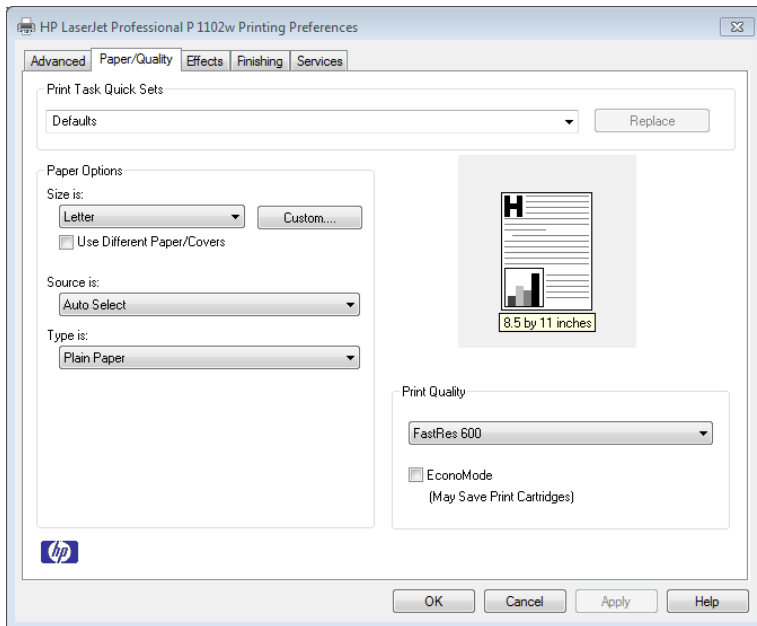
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PC: Devices and Printers Cont.

Printer Properties

Printer Preferences

Devices and Printers

To get to both Printer Properties and Printer Preferences right-click on the printer you wish to view and select the option from the menu.

Printer Properties

Under Printer Properties you can:

➢ Print a Test Page
➢ Check printer name
➢ Check model
➢ Check Drive and spooler settings (Advanced tab)
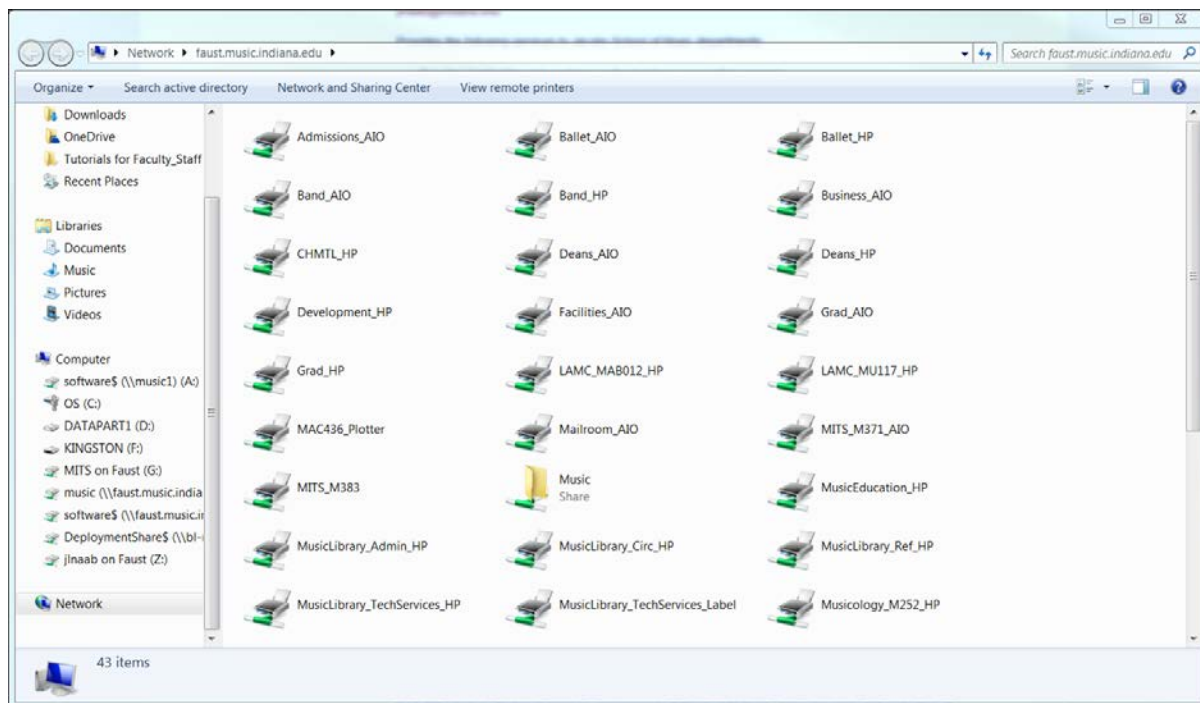
Printer Preferences

You can also get to the printer preferences page from the *Printer Properties* general tab.

➢ Change print settings
➢ Save Quick Sets to quickly change print settings

Some of these features may be limited on network printers

PC: Adding a Network Printer

List of network printers

Adding a Network Printer

To add a network printer:

➢ Click Start
➢ In the search box type:
   o \\faust.music.indiana.edu
➢ Hit *Enter*
➢ A list of printers should appear
➢ Double click on the printer you want to install

Keyboard Shortcuts

Using Keyboard Shortcuts

These keyboard shortcuts can come in handy when working on your PC:

Windows system key combinations

- ➢ F1: Help
- ➢ Ctrl + ESC: Open Start menu
- ➢ ALT + TAB: Switch between open programs
- ➢ ALT + F4: Quit program
- ➢ SHIFT + DELETE: Delete item permanently
- ➢ Windows Logo + L: Lock the computer (without using CTRL+ALT+DELETE)

Windows program key combinations

- ➢ Ctrl + C: Copy
- ➢ Ctrl + X: Cut
- ➢ Ctrl + V: Paste
- ➢ Ctrl + Z: Undo
- ➢ Ctrl + B: Bold
- ➢ Ctrl + U: Underline
- ➢ Ctrl + I: Italic
- ➢ Ctrl + A: Select All

Using Keyboard Shortcuts

Highlighting

- ➢ Shift + Left Arrow: Highlight one character to the left
- ➢ Shift + Right Arror: Highlight one character to the right
- ➢ Ctrl + Shift + Left Arrow: Highlight the word to the left
- ➢ Ctrl + Shift + Right Arrow: Highlighting the word to the right
- ➢ Shift + Up Arrow: Highlight text from cursor one line up
- ➢ Shift + Down Arrow: Highlight text from cursor one line down
- ➢ Ctrl + Shift + Up Arrow: Highlight to the beginning of current paragraph
- ➢ Ctrl + A: Highlight All