

Changing computer settings

1. Press the Windows icon. It looks like a window, made up of 4 white squares and is on the bottom left corner of your computer screen. This will open up the Windows Start Menu.

2. Look for the Settings icon, which looks like this:
Click on this icon. A new window will open up.



3. This is the Settings menu, where you can change how your computer operates, looks and sounds. To change how much of the screen this menu takes up, look for these symbols in the right hand corner of the menu:



- The line 'minimises' a window. This means it will be out of sight, but stay open on your taskbar at the very bottom of the screen.
- The square 'maximises' a window. This means that it will take up the whole of your computer screen.
- The cross exits the window. This means that if you want to reopen it, you will need to follow steps 1 and 2 again.

Try maximising the window, using the square icon.

Change the screen background

Your computer background is like a wallpaper for your computer. It can be a photograph, picture or colour that takes up your whole screen. All the other windows and applications you use on your computer run on top of this.

- Click 'Personalisation' on the main settings screen,
- Find the drop down menu with the downward pointing arrow in the right hand corner. Select 'Picture'.
- Directly underneath, there will be a range of pictures to choose from. Click on one to preview the picture.
- This will also automatically set the picture that you click on to be the screen background.
- To go back to the main part of the menu, press the arrow in the top lefthand corner of the screen, or if you're finished, press the minimise icon to exit and see your new background.