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1. The laptop and its functions



No.	Designation	Function
1	Power button	<ul style="list-style-type: none"> - When the laptop is off, press the button to turn it on - When the laptop is switched on, press the button to enter power saving mode - If the indicator lights up, the laptop is switched on
2	Theft protection	For attaching an optional anti-theft device
3	Ventilation slot	Allows the laptop to be cooled
4	VGA connection	Enables connection to external screens
5	USB 3.0 port	For connecting optional USB devices such as a keyboard, mouse or a printer
6	SC reader	Supports optional smart cards
7	Touchpad	Captures finger movements to move the mouse pointer (including left and right mouse buttons)



No.	Designation	Function
1	Mains connection	To connect the power supply unit that charges the laptop's battery
2	SIM card input	Input for a wireless SIM card
3	LAN connection	To connect a network cable - Lights up green : The network is connected - Lights up yellow : Activity is taking place in the network
4	USB 3.0 port	For connecting optional USB devices such as a keyboard, mouse or a printer
5	Audio output	For connecting speakers, headphones or a headset
6	Display Port	To connect a monitor or projector
7	USB-C port	To connect a USB device with a Type-C connector



No.	Designation	Function
1	Escape	Closing open windows or the start menu
2	F3	Activating the backlight of the keyboard
3	Backspace key	Deleting the last character entered
4	Input	Confirm the input
5	Arrow keys	Navigating in documents or games
6	Space bar	Inserting a space
7	Windows	Opening the Windows Start Menu
8	Shift key	When you select the key in conjunction with a letter or number, you either capitalise it or enter the special character displayed on the key.
9	Caps Lock	If activated, write permanently in capital letters

Log in

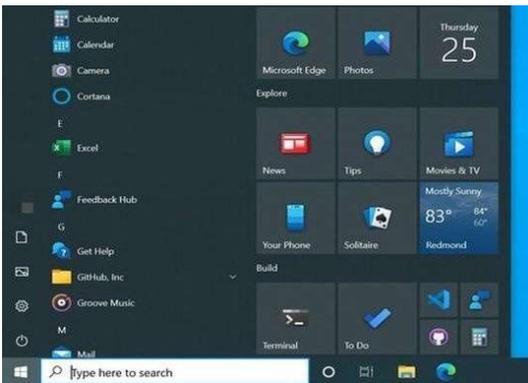
After you have switched on the laptop, the start screen appears first. Here you will probably be asked to enter the password you received when you borrowed the device. Type it into the bar and then click on the blue arrow or the enter key.



The internet connection

The abbreviation WLAN stands for an Internet connection for which you do not need a cable. To establish a connection, click on the network symbol near the Windows clock. Select your preferred WLAN from an overview of available networks. After entering the password, you are online.

The starting menu



When you start Windows for the first time, you see a lot of blue. This is the Windows desktop. The lower bar is called the "task bar". If you click on the Windows logo at the bottom left, the start menu opens with the list of

installed programmes.

The settings



There you will also find a small cogwheel icon that takes you to the settings of your laptop. Here you can, for example, set a new background image or change the general colour scheme.

The voice assistant Cortana



Next to the Windows icon at the bottom right, you will see the Cortana search bar with the words "Ask me a question". Behind it is a digital assistant that answers your questions, tells jokes or performs calculations.

The info centre



You can find the Info Centre via the speech bubble symbol in the taskbar on the far right. Here you will find important system icons in addition to the current mails and other information from programmes. This is a kind of fast access for functions, for example to switch the computer to aeroplane mode or to adjust the brightness.

The calendar



Click on the time-date display in the lower right corner to show the calendar. You can add your appointments here by clicking on the + sign.

The explorer



With the explorer, you can keep order on your laptop. Everything on your computer is displayed in a directory structure like the table of contents of a book. Files can be opened, renamed, searched for, moved, or deleted in the explorer. There are small icons for each folder, each programme, the individual drives, and files. The files are located in folders.

2. The most important programmes

The Windows store



In the Windows Store you can find various programmes to make your work on the laptop easier, but also games, music, or films. You open it via the small shopping bag symbol in the taskbar.



The Internet Browser

There are various ways to surf the Internet with your laptop. Windows' own browser is called Edge and can be opened via the e symbol in the taskbar. Alternatively, the browsers Firefox or Google Chrome are often used. If these are installed, you can find them by searching in the Start menu.

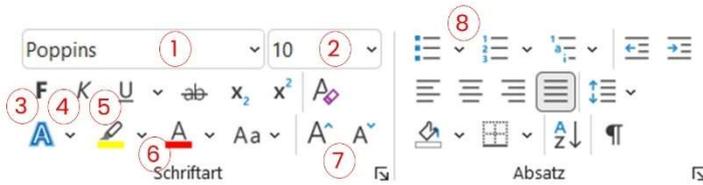
Microsoft Word



Word is the best-known text programme and is important for your professional life or studies, but also to make your everyday life easier. You start the programme by clicking on the corresponding symbol on the desktop or in the taskbar or by selecting it from the start menu.

After opening, you have the option of choosing between different applications: different document templates such as a CV or a blank document. If you open the latter, you can enter text as you would on a typewriter. To jump to the next line, press the Enter key. You can delete with the backspace key and set a space by pressing the space bar.

In the menu bar you will find a variety of functions:



1	Font
2	Font size
3	Font is printed in bold
4	Font is printed in italics
5	Font is underlined
6	Font colour
7	Font larger (arrow up) or smaller (arrow down)
8	Bullets and numbering

Under the "**Insert**" tab, as the name suggests, you can add various things to the document. For example, a cover sheet for your CV, a table or images and links.

If you want to draw something with the mouse, you can do this under the "**Draw**" tab. Here you can choose between different pen types. To switch back to *normal* mode, simply click on the mouse pointer symbol.



In order to design pages according to your own wishes, numerous options are available under the tab "**Layout**". Here you can determine which orientation your text should have – landscape or portrait format – or specify which size the page should have (for example A4, A3 or letter). There are also options to adjust the columns, hyphenation or the line margins.

This was just a small insight into the many functions the programme offers. If you want to know more, there are numerous explanatory

videos for beginners on the *YouTube* video platform. Simply enter the words "*Word basics for beginners*" in the search bar.

Microsoft Excel



This programme is often the first choice when it comes to calculating numbers and data. At the same time, it is one of the most comprehensive applications, which is why many beginners shy away from it. But don't worry: you only need to learn a few basics to work efficiently with Excel.

Everything in Excel is based on tables. An Excel file is also called a worksheet and normally consists of several tables that either function individually or are linked together. The individual tables are divided into rows and columns and marked with letters and numbers. Together they result in a cell address and can thus be clearly identified.

Example: Cell C6 is the cell in column C and row 6

After opening the programme, an empty worksheet appears on the screen. If you now click on a row, it becomes active and is marked with a black frame. Here you can enter any information that is then displayed in the selected cell and in the editing bar above the table.

For example, you can create a shopping list and have the costs calculated there. You can also calculate your monthly budget or create timesheets.

	A	B	C	D
1		Array 1	Array 2	
2	Position	Stückkosten	Menge	
3	Tofu	3,25 €	2	
4	Linsen	2,20 €	1	
5	Sojamilch	4,20 €	2	
6	Bretzel	0,75 €	6	
7				

In Excel, good results can be achieved with just a few basics. Calculations are carried out with the help of functions and forms. There are also various videos for Excel on *YouTube* that will help you to find your way around. Simply enter the words "*Excel basics for beginners*" in the search bar.



Microsoft PowerPoint

As you may have heard, PowerPoint is used to create slides for presentations. The contents of the slides are meant to support the topic being discussed and accompany the lecture with bullet points, photos or diagrams. So it is used in the cases where an overhead projector used to be needed.

Basically, PowerPoint works in a similar way to the projector that many of us still know from our school days: via slides, which can be filled with numerous contents such as text, tables, graphics and even videos and audios.

After starting the programme, you see an empty slide which you can design as you wish. PowerPoint also offers various templates for a uniform appearance, which you can find in the start menu under **"New"**.



Neue
Folie 

To make it easier to work with the slides, the programme also offers slide layouts for the introduction, texts and content, images, comparisons and much more.

In the menu bar, you will find many elements such as text functions, shapes, colours, diagrams and options for inserting pictures, web links, videos or audio files. For orientation: the structure is comparable to that of Microsoft Word.

There are also various videos for PowerPoint on *YouTube* to help you get started with the programme. Simply enter the words *"PowerPoint basics for beginners"* in the search bar.

3. Dealing with the Internet

The *net* is an integral part of everyday life for most of us – but how does it actually work and how do you learn to use it "responsibly"?

The internet is an amalgamation of countless computer networks that are linked together to form a single large network and exchange data with each other. This allows you to send mails, download files, stream films or surf websites.

The Internet Browser

The "browser" is a programme with which you can visit pages on the internet. There are various browsers, for example Chrome from Google, Mozilla Firefox, Safari for Apple devices or the Edge browser from Microsoft. The Edge browser from Microsoft is pre-installed on your laptop. So if you go to the Start menu and type "Microsoft Edge" in the search box, you should find it.

The search engine

A search engine is a page on the Internet where you can search for other pages. It usually has a search box, a kind of box in which you enter one or more search words. For example, if you want to know how long a certain supermarket in your area is open, you enter the name of the supermarket, the district where you live and the word opening hours. If you then press the Enter key, you are sure to find the information you need among the search results.

The best-known search engine is Google. Nine out of ten people in Germany use it. Google not only remembers which search words appear in which pages, but also which search words are entered particularly often. But of course, there are also alternatives, such as Yahoo or Bing.

Tip: Ecosia is an ecological search engine that uses the revenue from search ads to plant trees. Give them a try! 😊



Social Network

Networks like Facebook, Instagram or Twitter offer the possibility to exchange online with friends, family and acquaintances and to stay in constant contact. You can share your own and others' thoughts, photos and videos. But be **careful!** A lot of data and information is collected in social networks.

The risk is that you often cannot know who sees your photos and comments. This can become a problem later on, for example when you apply for a job and at the same time unwanted photos or statements of yours are circulating on the net. So check how your privacy is protected. Set your account to private and only accept friend requests from people you really know and trust.

And - the less you reveal about yourself, the better!

The power of images

Everyone has the "right to their own image". If you or a person you know can be seen in a photo without consent, you usually have the following options:

- Delete the marker **on the picture** for your own profile
- Ask the person to delete the picture
- Report the photo and ask the provider to delete it
- If the previous steps were unsuccessful: **report the person**



Connected and hurt – What to do in case of bullying?

Insults, hate and bullying are a serious problem in the digital world. Have you ever been a victim of insults or harassment yourself or have you experienced it with others? Then you can do the following:

- Take a screenshot of the remarks or images in question
- Use the existing blocking and reporting functions
- Get support, for example the Alliance against Cyberbullying



Advertising

You can find advertising on TV, billboards, in magazines, on the radio – and also on the internet! Advertising on the internet has many faces. There are advertising spaces, also called banners. There are advertising videos that are placed in front of YouTube videos. There are advertisements that simply overlay the text you want to read.

But there is also hidden advertising. This means that the advertising is not recognisable as advertising, or only with difficulty. For example, if a person praises a certain shampoo in a video – and receives money from the manufacturers for it. If this is not marked as advertising somewhere, it is called surreptitious advertising. And that is even forbidden.

Anyone who wants to sell something needs customers. But how do companies actually get the data from these customers? How do they find out what someone is interested in? Some companies collect all kinds of data: they want to know your address and your interests. This is often done very simply through competitions or membership in a club. There you first have to give your place of residence, your age and your email address.

Example of an online advertisement:



Note: The advertisers are not trying to entertain you, even if some of the content (e.g. short commercials) is really well done. They are almost always trying to get you to buy something, so be careful!

