

# Organising your Windows Computer

Tech & Tea Seminar  
By CommuniTech



**"Think this is bad? You should see the inside of my head."**

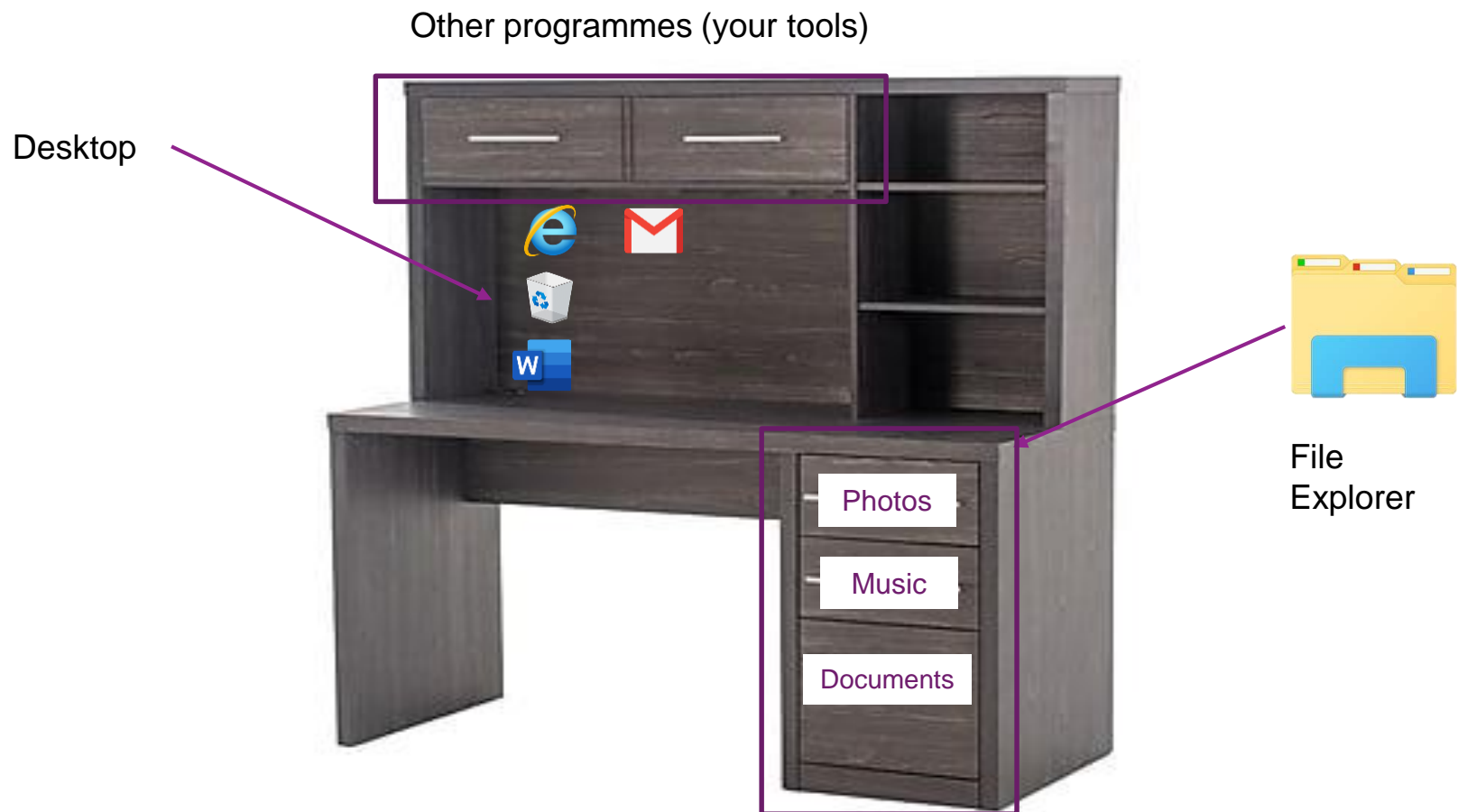
# OUTLINE

- ❖ How is a computer organised?
- ❖ Desktop
- ❖ Folders and files
- ❖ Cleaning and deleting
- ❖ Programs and purging

How is a  
computer  
organised?

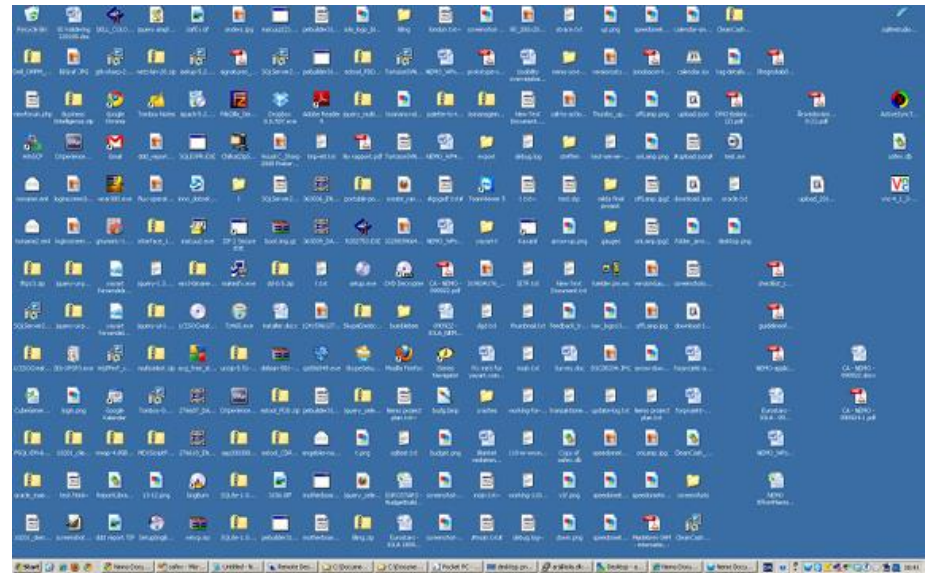


# The desk analogy



# Your Desktop

What should I have on my desktop?



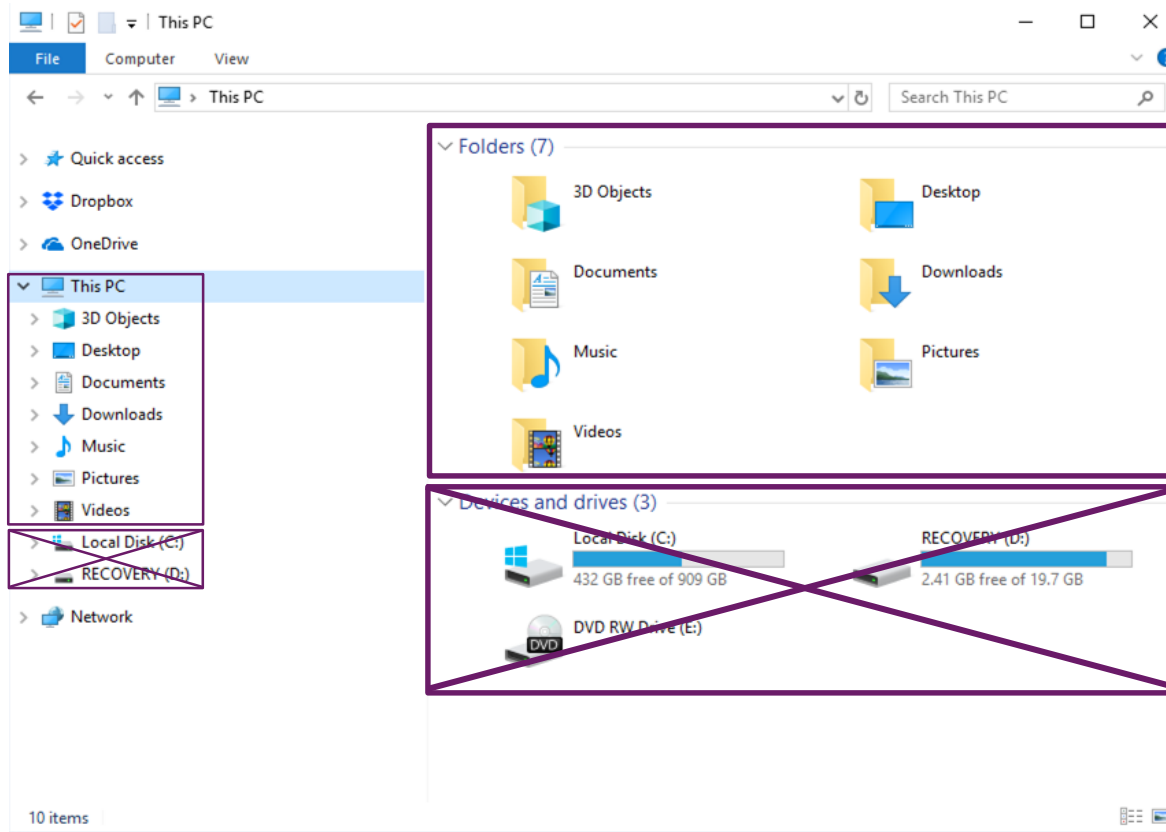
# Your Desktop

Things to include:

- ❖ Your favourite programs
- ❖ Files you want quick access to
- ❖ Recycle bin shortcut
- ❖ File explorer shortcut



# Files and folders



Standard windows folders

- Desktop: same files/folders/shortcuts as on your desktop
- Downloads: any item downloaded off internet end up here
- Keep your photos, documents and music in the appropriate folder

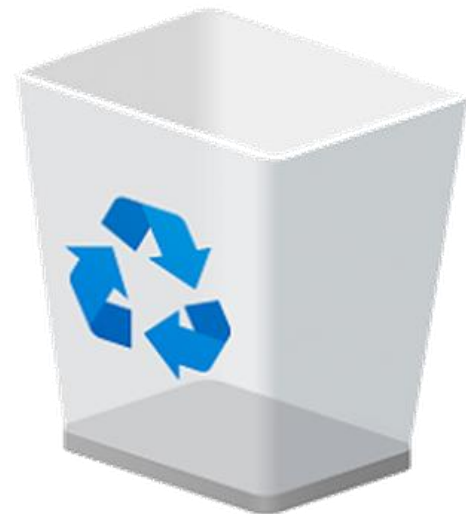
# Cleaning and deleting

**How do you delete files?  
Live demo!**

Don't hesitate to clean your computer.

If you delete something, it isn't lost, it ends up in your recycling bin and can be recovered!

**TopTip:** regularly clean your desktop and downloads folder. They get messy quickly!



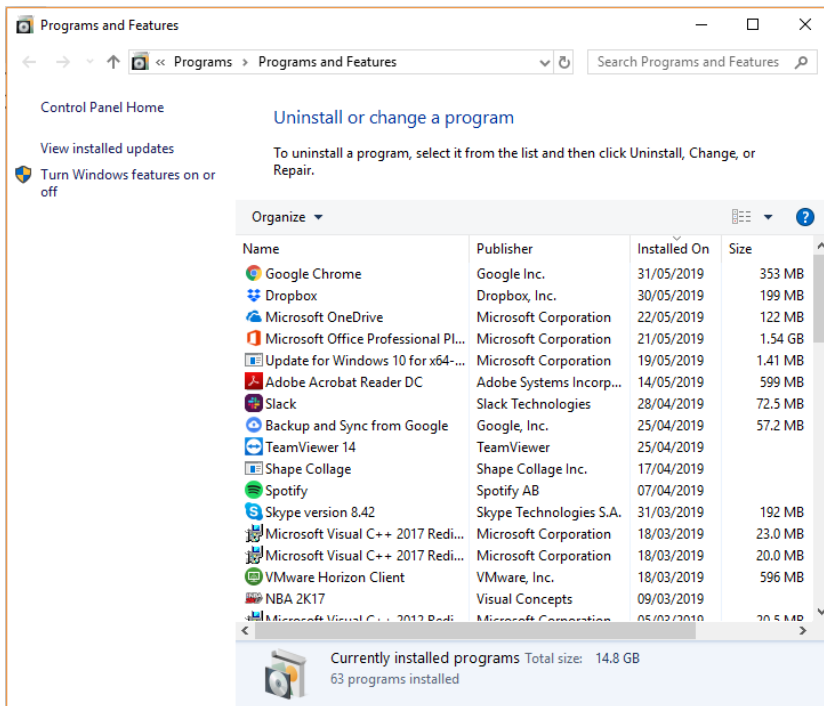


# Programs and purging

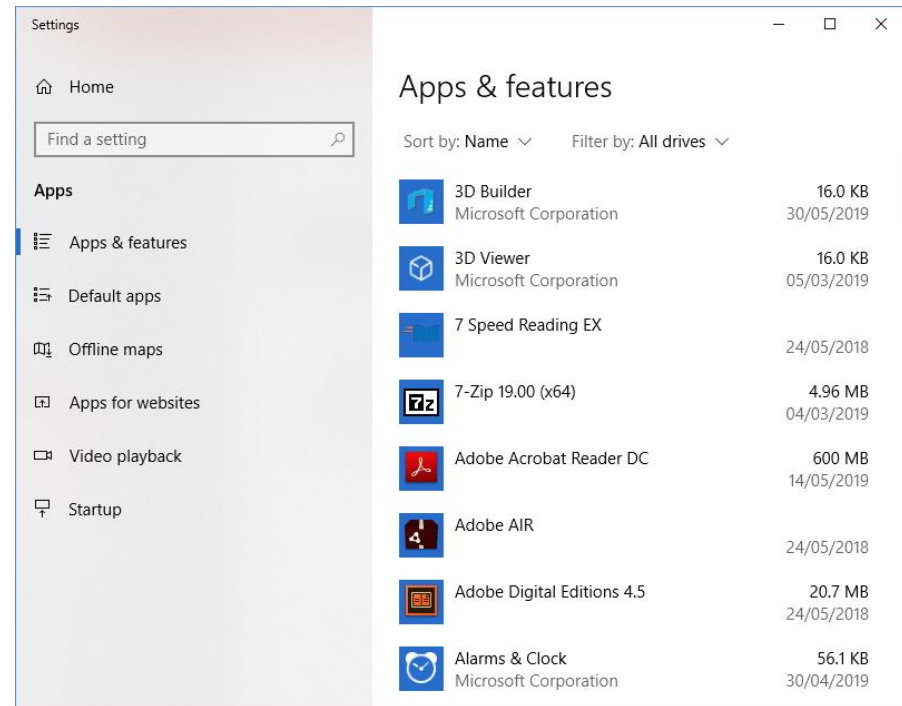
- ❖ Programs are kept separately from your other folders and files.
- ❖ It is important to avoid having unnecessary programs, it slows down your computer! Come back for our 'Speeding up your Computer' TechTalk to find out more.
- ❖ Finding & removing programs is not as simple as for your files and folders. If you're unsure, ask a Tech & Tea Helper!

# Where are my programs?

## Windows 7 and previous



## Windows 10



# Deleting programs

**How do you  
delete  
programs?  
Live demo!**



Sometime you install programs inadvertently (for instance, when installing another program). Once in a while, go through and clean your list of programs.

**TopTip:** to find out whether you should remove a program you do not recognise, search for it on:

<https://www.shouldiremoveit.com/index.aspx>

In doubt, keep the program!

# SUMMARY

**What else can  
you do to  
keep your  
computer  
organised?**

