

# Brighton and Hove U3A: Computer Beginners

## Using Touch Gestures to drive Windows 10

Windows 10 is controlled by *gestures*, using your fingers. You lightly touch either the screen or the touch-pad and move your fingers a certain way such as *tapping*, *swiping* and *pinching*.

Although Windows 10 gestures were designed for a smartphone, tablet or touch-screen, many of them will also work in a touch-pad.

A **touchpad** lies below a laptop's keyboard and is stroked by your finger. It usually has left and right push-buttons below it, even if you cannot see them, and a *scrolling area*, often unmarked, along the right-hand edge. Your computer documentation will contain instructions for using gestures on your touchpad.

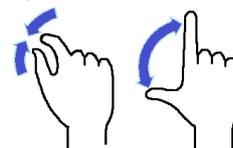


## Windows 10 Touch-pad and Touch-Screen Gestures

Designed for use of a mobile phone, some of these work on touch-pads, some work on touch screens, some work on both.

### Some Common (Useful!) Gestures

- **Select an item:** Tap on the item.
- **Open an item:** Double tap on the item (tap twice in quick succession).
- **Scroll:** Place two fingers in the middle of the window content and push or slide the item, horizontally or vertically.
- **Move things** Put one finger on the screen and keep contact as you move it around
- **Scroll or move things faster:** Flick across the screen or up the screen
- **Show more commands** (similar to **right-click**):
  - Tap and hold your finger down
  - Tap the touchpad with two fingers, or press in the bottom-right corner.
- **Zoom in or out:** Place two fingers on the touchpad and pinch in or stretch out, as shown on the right.
- **Zoom slowly:** Double-tap on white space in the window (tap twice in quick succession)



## Exercise 1 - Swiping

**Swiping** is moving a finger quite fast across the screen or touchpad.



1. Open your web browser, eg Firefox , go to our **U3A web site** and find the **Groups**.
2. Swipe down (or it may be up!) the list of all groups on the left. Try to make it move fast!

What happens if you :

- Swipe downwards from the top of the screen (a short swipe)?
- Swipe upwards from the bottom of the screen?
- Swipe in from the left edge (on screen or tablet, try using your thumb)?
- Swipe from the right edge?
- Swipe fairly quickly all the way from the top to the bottom of the screen.

## Exercise 2 - The LearnMyWay Tutorial on Touch-screen Basics

1. Open your web browser eg Firefox  and search for **touchscreen basics**
2. Choose the link to [www.learnmyway.com/get-started/touchscreen-basics](http://www.learnmyway.com/get-started/touchscreen-basics)
3. Scroll down and tap the big blue button: 
4. Follow the instructions.

The techniques can be useful for other devices such as smartphones too.

## Exercise 3 – Find a video about gestures

1. Open your web browser and go to **YouTube.com**
2. Search for **Windows 10 gestures** and choose the video **Windows 10 touchpad gestures** by Windows Central at [youtu.be/cN-Y4LR5r-8](https://youtu.be/cN-Y4LR5r-8)
3. Search for **Windows 10 tutorial gestures** and choose the video **Windows 10 Tutorial Touch Gestures in Windows 10 Microsoft Training** by TeachUComp at <https://youtu.be/HuQL10S858A> .
4. Don't forget to use the **Pause** button.  
You may find it easier to Pause by typing the keyboard space-bar. (I do!)



## Exercise 4 – Try with three fingers

- To start a **search** with **Cortana** – tap with three fingers
- **See all open windows**: Place three fingers on the touchpad and swipe away from you.
- **Show the desktop**: Place three fingers on the touchpad and swipe them downwards (towards you).
- **Switch between open apps**: Place three fingers on the touchpad; swipe right or left.

## Exercise 5 - Watch the videos again – and practise!

1. Look at these videos again at home or watch them and practise where help is available:
  - a) in a **library**
  - b) at the **Age UK Drop-in Centre** in Prestonville Road, near Seven Dials, open 10-1 Monday to Thursday.
2. Watch as many times as you like, but the best way to learn the gestures is to **use them!**
3. Try to practise the gestures as often as you can so you can get used to them.
4. Use the space below to write down any gestures you like or particularly want to remember.