

Windows 10

There was a big change with Windows 8 from Windows 7. There were lots of complaints, updates with 8.1 and Microsoft finally decided to give us back our desktop and start button.

A Microsoft account can be used across all Microsoft services: Xbox live, skype, office and Bing as well as windows powered phones.

Biggest changes with windows 10:

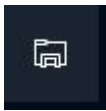

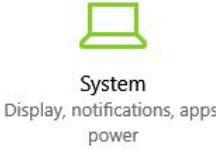
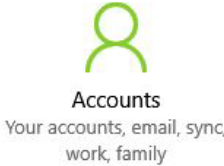
- **Service.** Microsoft continues to treat Windows 10 as a *service* rather than a product. And, just like any other service, Windows 10 constantly changes. Microsoft updates some of Windows 10's apps on a daily or weekly basis, adding new features, removing unpopular ones, and fixing problems.
- **Inking.** Microsoft doubled down on touchscreens by adding support for digital pens. You can write notes on your Office documents, and even leave sticky notes atop your desktop. As you write, Windows recognizes your handwriting, converting it to text on the fly.
- **Start menu.** Microsoft changed the Start menu once again, but the changes are subtle. Some oft-used icons no longer have visible labels, for example. On tablets, two new icons let you quickly change the Start menu's appearance when in Tablet mode.
- **Cortana.** Your personal digital assistant has grown smarter, offering more commands and a greater grasp of the outside world. In a perk for the impatient, Cortana now offers assistance before you even log into Windows.
- **Windows Hello.** Microsoft hopes to make passwords obsolete with Windows Hello, a biometric security feature. By sliding your finger

across a finger print reader or staring at a camera, you can log onto your computer quickly and safely. With more Windows Hello compatible cameras and fingerprint readers arriving in the stores, you can file your password in the Obsolete Technology bin.

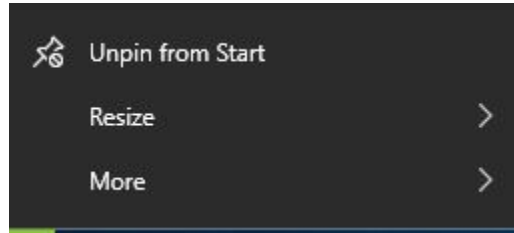
- **Xbox 360.** Windows 10 now runs on Microsoft's Windows 360 game console, where it looks nearly the same as it does on your PC.
 - **Bug fixes.** Windows 10 runs more smoothly across a wider variety of computers and tablets. The update fixes many of the most irksome bugs, and it tries to make it easier than ever for you to find information on your computer and put it to work.
 - **It's no longer free.** Microsoft's offer for a free upgrade to Windows 10 ended July 29, 2016. If you want Windows 10 now, you must pay for an upgrade or buy a new PC.
- **Internet Explorer** isn't going anywhere for the users who still need it. Internet Explorer 11 is still available on Windows 10, and it can even be set as the default browser. Microsoft also plans to continue tech support and security updates for Internet Explorer 11. But for most users, IE is no longer necessary. Emil Protalinski reports for The Verge that as Internet Explorer turns 20 years old, "it's about time that Microsoft shoved it aside." Despite Chrome and Firefox's gains, Internet Explorer still dominates in terms of browser market share, mainly due to the fact that IE is king on desktop.

Agenda

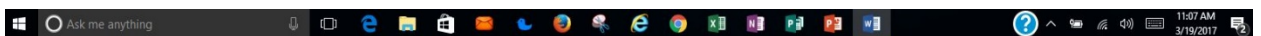
☞ **Start Menu** – The Start menu has returned. It is now a hybrid of Windows 7 and Windows 8.

- **File Explorer** - 
 - See what is pinned to the start menu
 - Select any of them to open directly to that folder.
 - **Settings** -  made easier so that all users (phone, tablet etc.) look the same and experience the same thing.
 - Select settings from the start menu
 - System Settings
 - Power & Sleep
 - Account
- A green icon of a laptop representing the System settings tile. Below the icon, the text reads "System" and "Display, notifications, apps, power".
- A green icon of a person representing the Accounts settings tile. Below the icon, the text reads "Accounts" and "Your accounts, email, sync, work, family".
- Or Account “bubble” above start menu, right click and choose “change account settings”
 - Lock
 - Sign out
- Click again on **Start Menu** – the right side of the screen has dynamic tiles. (These represent the apps downloaded that you want to see.)
 - Live tiles – show live updates (called Windows 10 Universal apps such as the Weather app, or the News app.

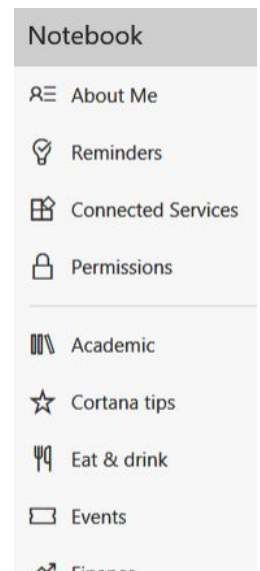
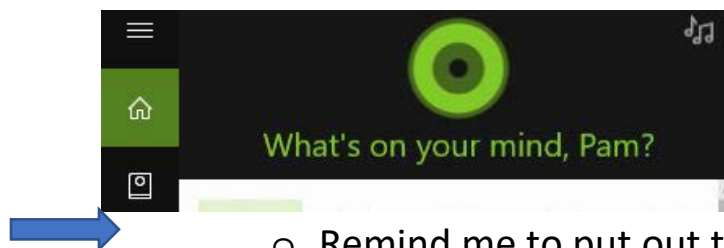
- The Mail and calendar app will only appear as a name until these are used. Once used they will become live apps.
- You are able to move the apps around to where you want them to be.
- Right click on an app and you have options:



- You can choose from size options:
 - Small
 - Medium
 - Wide
 - Large
- More gives different options depending on what type of app it is.
- **Task Bar** – Includes everything from the start menu to the Action center.



- **Cortana** – Intelligent digital system. The answer to Apple’s Siri. Cortana gets its name from the Xbox game “Halo”. Cortana is a female artificial intelligence character by that name.
 - Cortana can recognize your voice and will search the internet, search your calendar, take notes, look for addresses on maps, give you weather updates, flight info, stocks and finance information, weights and measures etc. (see additional handout for more inclusive list) She will monitor what you do over time and as she learns your habits and voice she will provide more assistance and advice.
 - To access her, either click the microphone or say “Hey Cortana!”. Or you can just type in your question.
 - Show me Chinese restaurants nearby.
(hover over each to show location on map.)
 - Click in box to type and then you can look at icons on the left to find **Notebook**.




- Remind me to put out the trash in the morning
- Remind me at 6 pm to watch the local news
- When you enter a math problem or weight and measure conversion the answer will appear right on the “Card”.

🖱️ **Microsoft Edge** – replaces Internet Explorer, it is faster, more modern and is more secure. (IE started in 1995).

- Search for “Cortana Commands” on Edge
- Settings – Click on the ... at the top right



🖱️ **Task View** – located in the task bar.  Allows you to have two or more virtual desktops open at any time. For example: one may have your business such as Microsoft applications on one desktop, and your social media interactions such as Twitter and Facebook, open on another desktop. This will increase productivity and separate tasks that you may be working on.

- To turn on virtual desktops, Win+Tab to get the Aero view, then click “+New Desktop” down in the lower right. You can have as many as you want, and switch between them by clicking the Desktop icon next to the search box.
- Or Select Task view button then select New Desktop with the + bottom right.
- If you close out a desktop (task view then x) any open app will move to another desktop that is open.

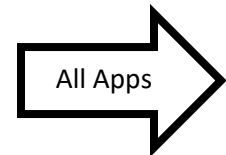
🖱️ **File Explorer** – file management system for Windows. Provides a way to browse and interact with files on your computer.

- Select File Explorer
- Frequent folders
- Can pin any item to quick access
 - Pin “users” folder to quick access
 - Drop down menu under Windows C



- Rt click on “users”, select pin to quick access.
- To Unpin, Rt click and choose unpin
- **One Drive** – Free online storage – like an extra harddrive over several devices – safer than flashdrives. Has 15 gigs of storage for online free accounts. (a cloud storage) Copy files here to be available on all windows devices.
- **This PC**

🖱️ **Apps** – Shows all apps on computer, used or unused. You can also go to the Windows store, located in the task bar, to download additional apps or movies.

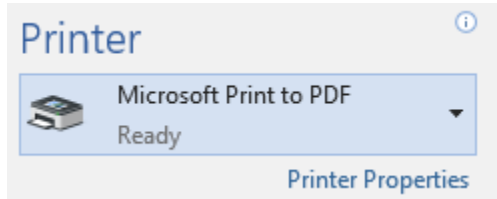


🖱️ **Using the Action Centre** – The new Action Centre is a key interface element in Windows which provides you with many switch-on, switch-off options. Hover over it to see if you have any new notifications. The most powerful part of the Action Centre is actually at the bottom. This enables you to perform some key functions or actions.

- Grouped by app – which apps are listed changes depending on which apps have sent you a notification. Older notifications are greyed out if you have already seen them

but not dismissed them. Clicking a notification will take you to the app which generated that notification.

- ☞ There is finally a built-in PDF printer in Windows 10. To print anything as PDF file, just pick the “Microsoft Print to PDF” printer.

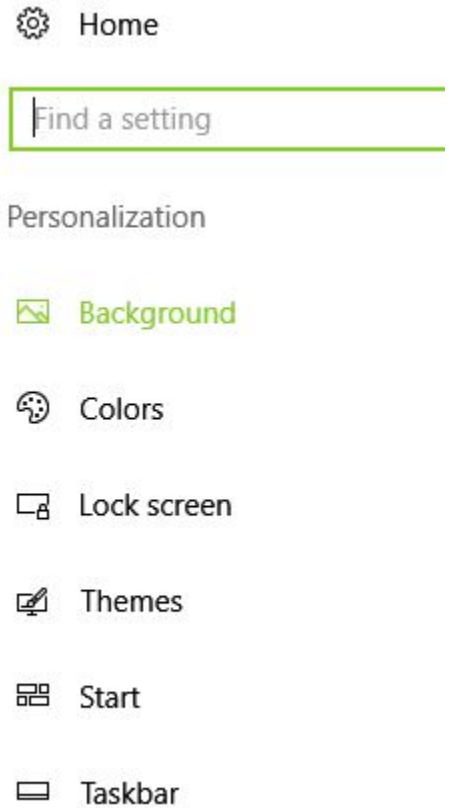
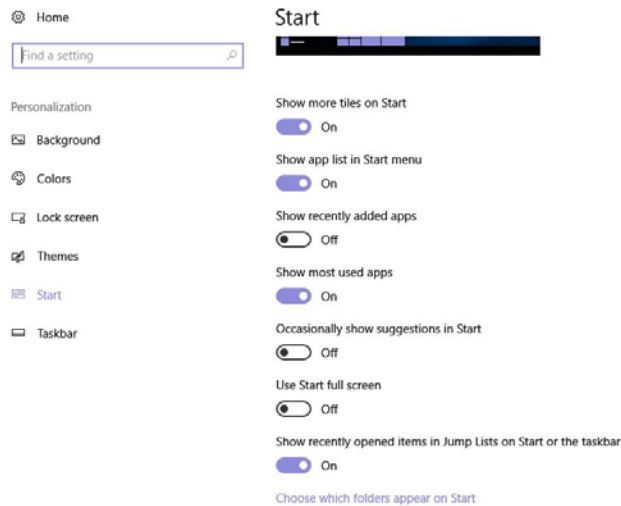


- ☞ **Using the Snap Assist Feature** - This feature allows you to “snap” windows to the sides of the screen. With displays getting bigger, the logic is that we can have more windows on our screens. Being able to split the screen into different sections for different windows is useful.

- To snap any open window or app to the side, left-click on the title bar at the top of it and drag it over to either the far left or right of the screen. Your mouse cursor will need to reach the edge, not just the side of the window. For this to work properly. As the cursor reaches the edge of the screen, a transparent outline will appear with a small flash, to show where the window will appear once snapped. Release the mouse button and the window will snap into place.


🖱️ **Personalizing the Windows 10 Desktop** - Right click on the desktop screen and select personalize.

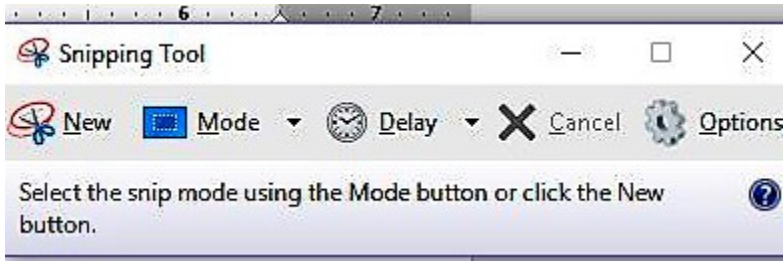
- **Background**
- **Colors**
- **Lock screen**
- **Themes**
- **Start** – Turn off start full screen?
- **Taskbar**



- **Snipping Tool- Great for capturing an entire screen or a part of one.**

☞ How to use snipping tool to capture a drop-down menu

☞ First, locate and start the Snipping Tool.  When the tool starts it will be in “New capture” mode.



Click Cancel but,

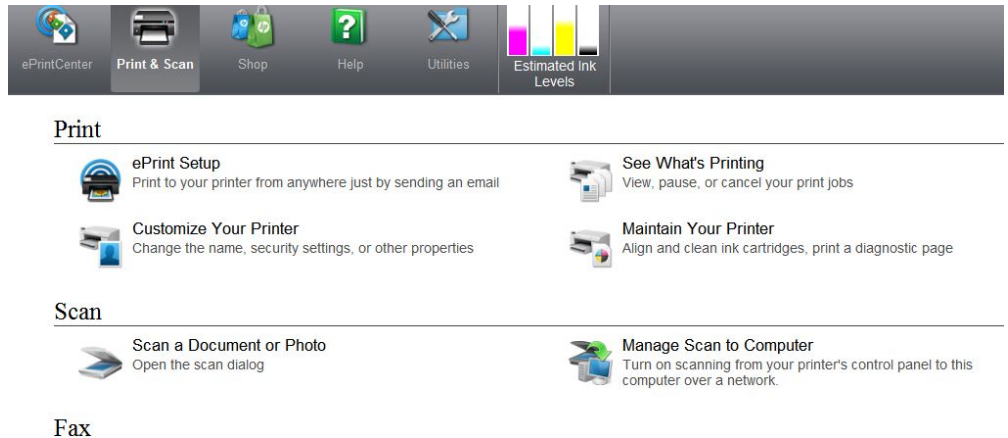
don't close the tool. Next, open the menu you want to capture. With that menu open, press the “Control” and “Print Screen” buttons on your keyboard. This will re-activate the Snipping Tool in the “New Capture” mode. Now just capture your image.

How do I scan a document or picture to my computer?

☞ Find where your printer software is on your computer. Mine actually put a shortcut on my desktop when I installed it.

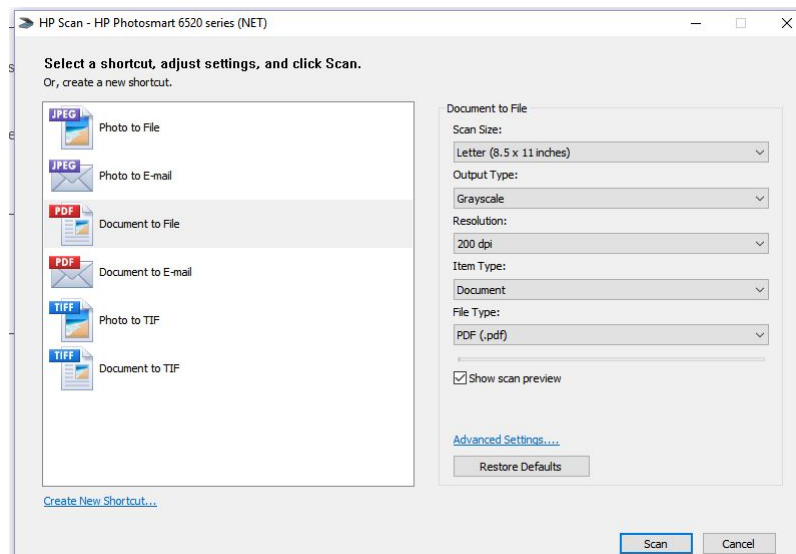


☞ Open the software. Mine looks like this:

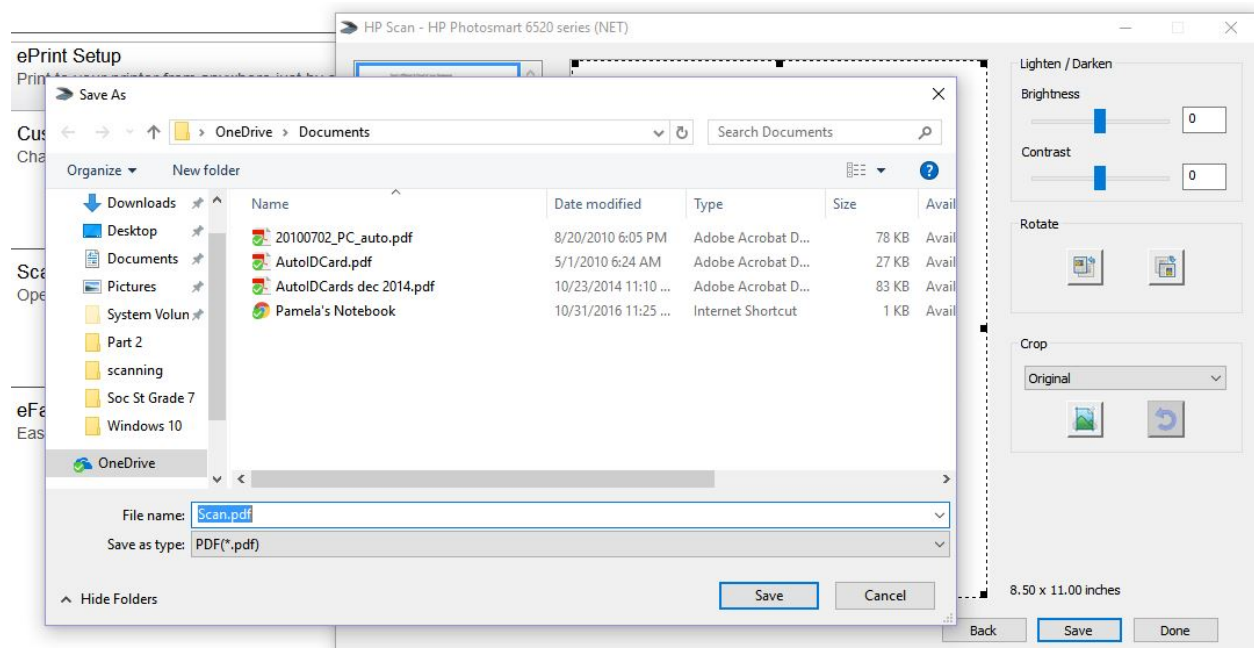


I usually just click on Scan a document or photo...

I see this:



Scan then choose save: save it where you can find it!



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