

“Windows 10 Basics”

Compatibility

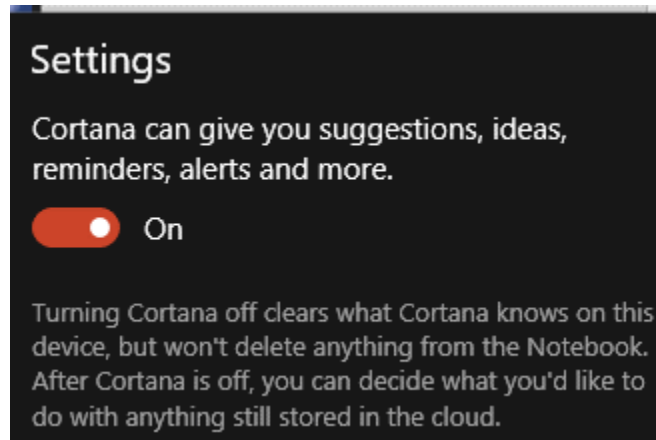
- If your machine is compatible with Windows 8.1 you are good for Windows 10
- If your machine runs Windows 7 you should be good with Windows 10
 - Dell E6410 not certified for Windows 8.1 or Windows 10
 - Check manufacturer’s web site to be sure
- Windows 10 installer runs a compatibility checker as part of the install process
- If you are running Windows 8, you must first go to Windows 8.1 before going to Windows 10
- In place upgrades are encouraged by Microsoft.
 - This allows you to keep all programs and settings

Things that are new

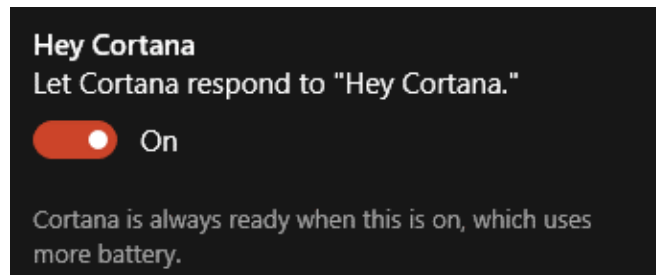
- Cortana – a new way to search
 - Type in the box to access apps or documents
 - Speak your search request – to turn this on:
 - Click in the Cortana box
 - Click on Settings




- Turn Cortana to “On”



- Turn on “Hey Cortana” to activate Cortana with your voice

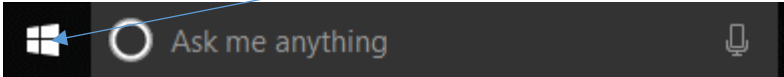


- Can be used to open applications – must use exact name of application
 - Growing in functionality on PC – more mature on mobile devices
- Virtual Desktops
 - Existed in Mac world for a few years
 - Create hidden desktops
 - Reduce clutter/distractions
 - Security from wandering eyes
 - To create a virtual desktop
 - Click on your desktop to make sure it is active
 - Press Ctrl-Windows Key-D (does not have to be upper case)
 - Press Ctrl-Windows Key-Left arrow to return to the original desktop
 - Press Ctrl-Windows Key-Right arrow to return to the Virtual desktop
 - To see all the desktops on your computer:
 - Click on the Task View button
 
 - Shows all open applications and all virtual desktops
 - Click on item you desire in order to go right to that item.
 - Why Virtual Desktops?
 - To group projects together
 - Keep privacy – switch to other desktop if someone enters field of view.

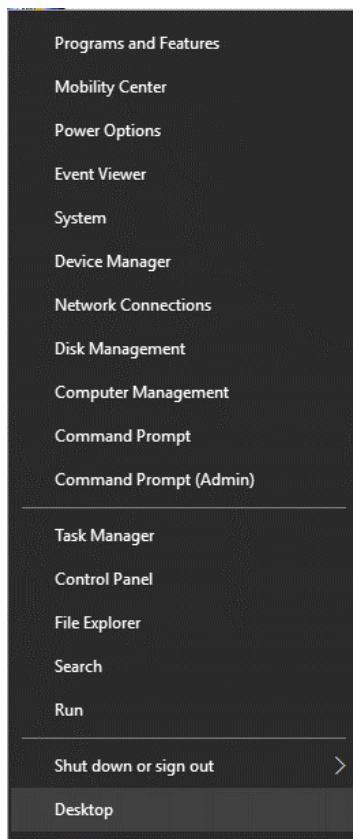
What has changed in Windows 10?

- The Start button is back
- Windows starts up to the desktop again (as it did in Windows 7)
- The Start Menu is customizable
 - Like the Start Screen of Windows 8/8.1
 - On a tablet device or computer with a touch screen, the Start Screen can be turned on by selecting Tablet Mode
 - Click on Action Center icon



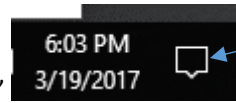
- Then click on Tablet mode. It is greyed out if device is not touch enabled.
- Click on the Start Button
 
- “The default arrangement of the left column contains the following, from top to bottom:
 - Click on the 3 lines to reveal expanded view of Start menu
 - An icon for the current user, which when clicked or tapped reveals a menu with options to lock the PC, sign out, switch accounts, or change account settings

- Settings icon
- Power button
- Shortcuts for File Explorer (Windows 7 users, note the name change)
- Most Used apps
- Alphabetical list of installed applications
- Settings vs the Control Panel
 - Settings is moving toward replacing the Control Panel for most personalized settings
 - Control Panel remains for deeper system settings
- Snap improved
 - Snap a window to one side, it will ask which window to snap beside it
 - Makes it easier to switch between apps or copy between windows.
 - You can snap up to 4 windows to evenly share the screen
- Internet Explorer has been replaced by the Microsoft Edge browser
 - IE is still there for some tasks that require it.
 - You can access Internet Explorer through Cortana
 - Edge is good, but I still prefer Firefox or Chrome.
- Faster start up feel
 - Really shines on newer hardware
 - SSD really makes a difference
- Windows Defender a more robust anti-virus/malware program than previous generations
- Improved tablet experience
- Windows 8.1 Start Menu-like experience still available with a right-click on the Start Button



Windows 10 Tips and Tricks

- Action Center
 - Activate by clicking on the “thought bubble”
 - This reveals recent emails, system settings, notifications, etc.
 - Click again to hide the Action Center
- Improved cmd.exe experience
 - You can now adjust the size of the window
 - You can also change the font, background and font colors.
 - Click on Command Prompt in upper left hand corner
 - Right-Click on Properties
- Windows Explorer
 - Quick Access
 - Shows frequently visited folders
 - Show 20 most recently opened files
 - Shows drives, network drives, and folders on computer
 - Share
 - Click on the Share menu item to zip or send a folder or file via email.
- Pin to Taskbar
 - Open an app
 - Right-click on the app icon on the taskbar
 - Click on Pin to Taskbar
 - The icon for this app will be easily accessed by you at all times
- Pin favorite settings
 - Click on Settings
 - Right-click on the setting you want quick access to
 - Click Pin to Start Menu
 - This is now available on the Start Menu
 - To remove an item from the Start Menu, right-click on it, choose Unpin from Start
- Backup
 - Click on the Settings icon
 - Click on Update and Security
 - Click on Backup
 - Click on Add a drive
 - It will be automatically set to backup everything in your home folder
- Uninstalling an application
 - Click on Start button
 - Right-click on app you want to install
 - Click on uninstall
 - You no longer have to go to the Control Panel to uninstall an app
- Creating a shortcut
 - Right-click on empty area on desktop
 - Go to New, then click on Shortcut



- Browse to the item you want to make a shortcut
- Can be a file, folder, drive, or application
- Changing Start menu layout or size
 - Click on Start button
 - Drag the edge of the Start menu to make it larger or smaller
 - You can make it taller, wider, narrower or shorter
 - Windows will remember that setting the next time you open the start menu
 - You can group your applications and label the group
 - Click and drag to move icons around
 - Click above the group of icons, type in a name for the group
- Hyper-V
 - This is dependent upon the processor in your device supporting virtualization
 - Most modern processors do support it
 - Allows you to run additional operating systems on your computer while running Windows 10
 - This is not new to Windows 10
 - It does work well
 - To operate:

Go to Control Panel...Programs...Turn Windows Features On or Off

Programs and Features

[Uninstall a program](#) | [Turn Windows features on or off](#)

- Select Hyper-V, then click OK.
 - Find Hyper-V using Search box
 - Right-Click on Hyper-V Manager, select Pin to Taskbar
 - Gives you easy access to it in the future
 - Install the OS of your choice
 - Supports most versions of Windows
 - Supports many flavors of Linux
 - Good test environment
 - Isolated from the rest of the Operating System
 - Install Windows XP if you need it for an incompatible piece of software.
- Snip
 - Get this from snip.office.com/snip
 - After it is installed
 - Activate it by clicking on the on-screen display or pressing Print Screen button on keyboard
 - Excellent for taking screen shots
 - You can record your voice and add annotations to your screen shots.
 - This is what I used for all of the screen shots on this document.

- Adjust screen brightness by clicking on the Power Monitor
 - Looks like a battery



- Clicking on the brightness setting changes it by increments of 25%.