Introduction to

Understanding Windows 10

Windows 10 can best be described as a mix between Windows 7 and Windows 8.

- Greater functionality has been restored to both the start button and desktop.
- Live tiles from Windows 8 still exist in a trimmed down version of their former functionality.
- The tablet interface is now toggled on and off, making touch screen gestures less intrusive and confusing when you do not have a touch screen.
- Windows 10 still retains access to the Windows Store, allowing you to install apps.

Understanding the Windows 10 Desktop

On the surface, the Windows 10 desktop is very similar to the Windows 7 desktop. It contains all the functionality of the Windows 7 desktop, and morphs to something more similar to Windows 8 the further into it you delve.


See descriptions of sections on next page

- **Icons:** Much like previous versions of Windows, you can keep documents and program shortcuts on your desktop.
- **Start Button:** A real Start Button returns to Windows 10. It is now more similar in functionality to Windows 7 than in Windows 8. Once again, the Start Button is your "go to" button to begin working with your computer. From here you can access programs, log out, restart, shut down, access settings, and interact with the tiles you may have become familiar with using Windows 8.
- **Search:** The search function in Windows 10 is very robust and includes a new feature called "Cortana."
- **Quick Launch:** You can place your most used programs and apps here for easy access.
- **Notifications Area and Action Center:** You can see the status of certain computer functions in this area, such as WIFI. You can also access a new feature called "Action Center" that includes important notifications and easy to use toggle switches for important functions.

The Windows 10 Start Button

Pressing Start will now open a menu similar to what you would expect when using a Windows 7 computer. Left-clicking opens up the Start Menu. Right Clicking opens up a special menu with items that more advanced users may want to access.
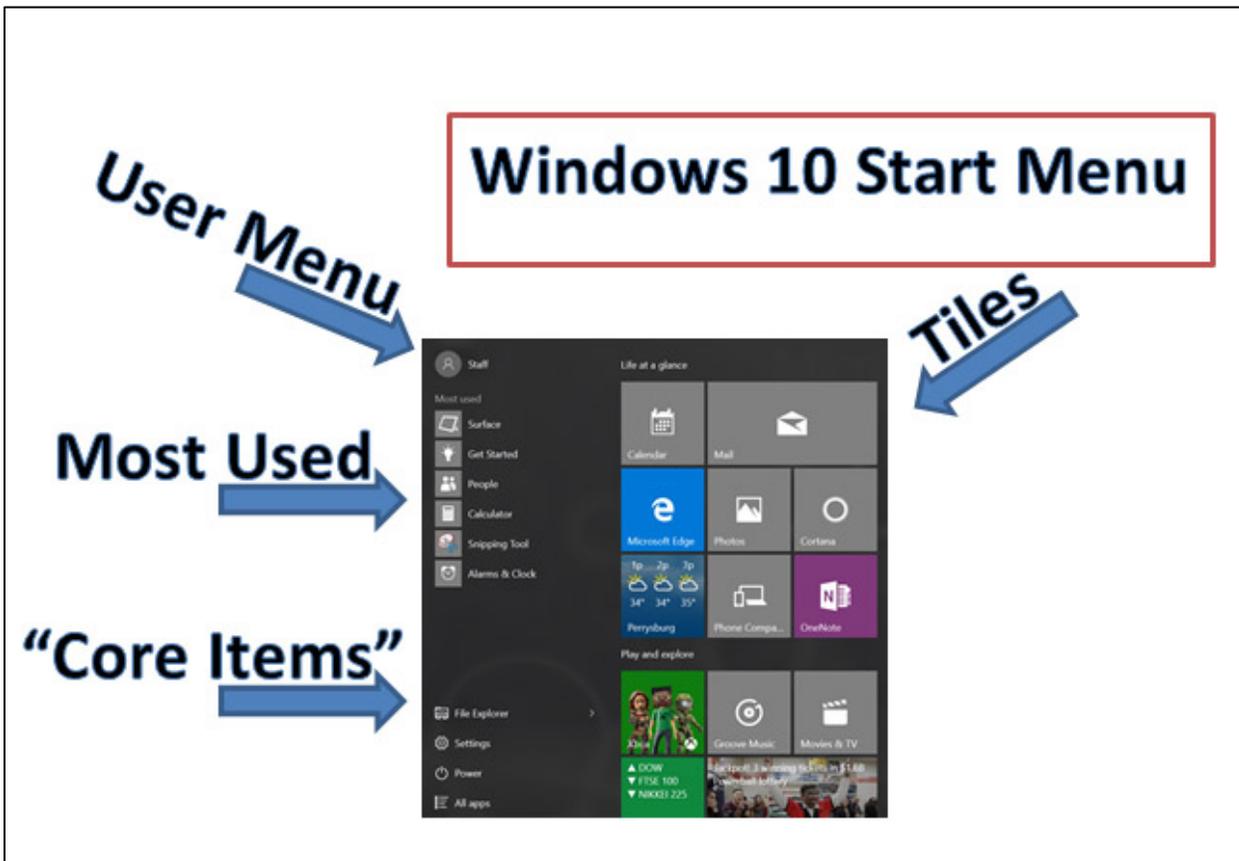

- **User Menu:** Click here will let you change your account settings, lock your computer or device, sign out, or switch accounts if your computer is shared with another user.

- **Most Used:** Windows will watch the programs and apps you access, and place the most used ones here for easy access.
- **Core Items:** This is really the most important area of your Start Button.
    - o **File Explorer:** Allows you to browse the files on your computer or access your DVD and Flash drives.
    - o **Settings:** Contains a new type of Control Panel you can access to adjust system settings.
    - o **Power:** From here you can set your computer to Sleep, Shut down, or Restart.
    - o **All apps:** Replaces the "All Programs" option from Windows 7. From here you can access every program or app installed on your computer or device. You can also easily link any item here to your tile portion of Start by right-clicking.
- **Tiles:** If you enjoyed the live tiles from Windows 8, you can still see them on the right side of the Start Menu. This area is designed to house Apps and not programs, but you can link common programs here (like Microsoft Word) by using the "Pin to Start" command. You can also rearrange them by clicking and dragging. You can remove one by right clicking and choosing "Unpin from Start."

Windows 10 Search and Cortana

Cortana is a virtual assistant Windows uses to assist you with searches. You can search for things inside your computer, like files, programs and even settings. You can also do quick web searches from here. Cortana also attempts to integrate with installed programs such as calendars or other apps to do things like show you the weather and upcoming meetings.
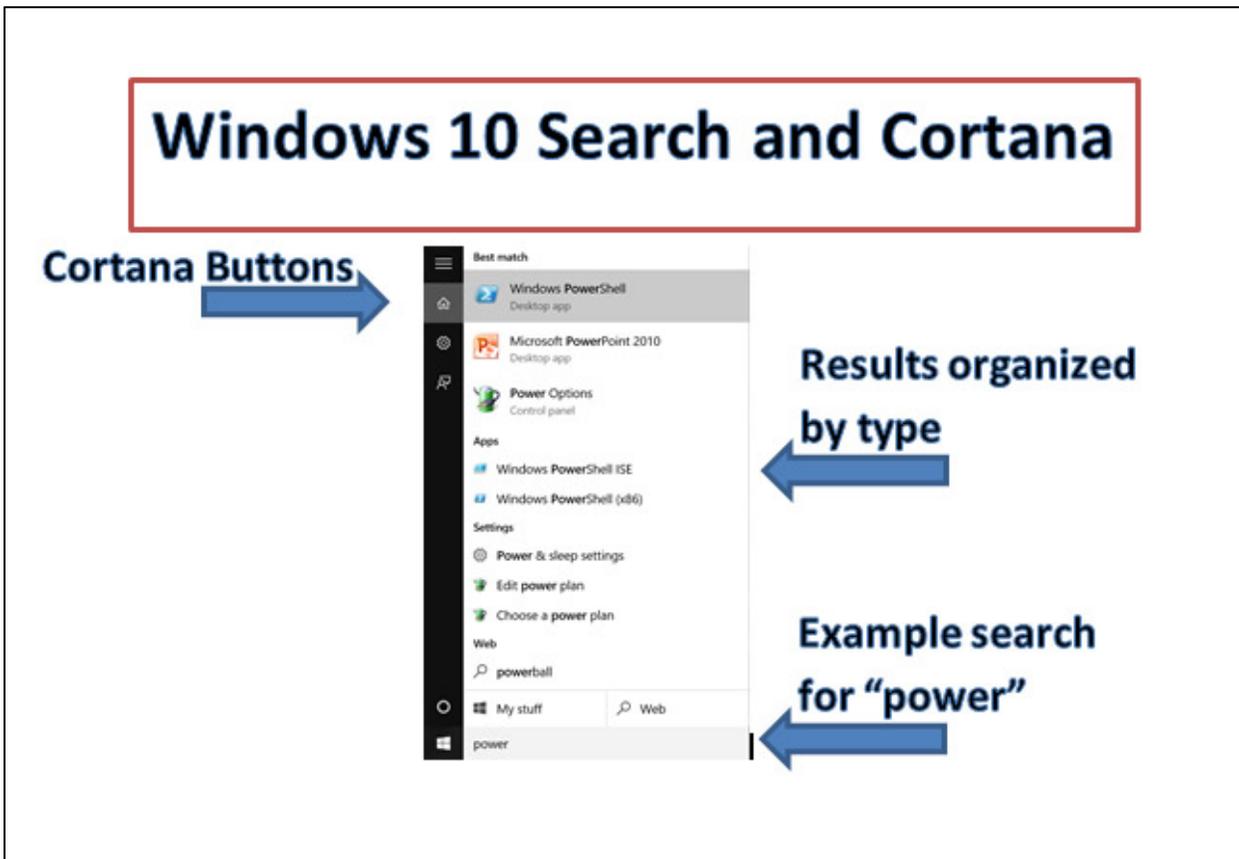
Clicking once inside the search box to the right of your Start Button will bring up the Cortana interface. The left hand side of this interface are Cortana's quick access buttons. If you begin to type, Cortana quickly does a series of searches for you.

Exercise: Click in the search box and type **power**. This is a good example search because the results and both varied and relevant. Notice how they are divided up between programs, apps, settings, and a web search. Clicking any of the results will open the corresponding item.

Notifications and Action Center

The Notification Tray is very similar to past versions of Windows. This area attempts to show you some of the things Windows is doing in the background, such as being connected to WIFI, background programs, time and date, battery life, or showing you the status of attached devices and peripherals.

A notable addition is the Action Center. You can access this by clicking what looks to be a word bubble in the notification area. This is a quick way to get important messages about your computer, get push notifications from apps, or quickly toggle on or off some commonly used settings.
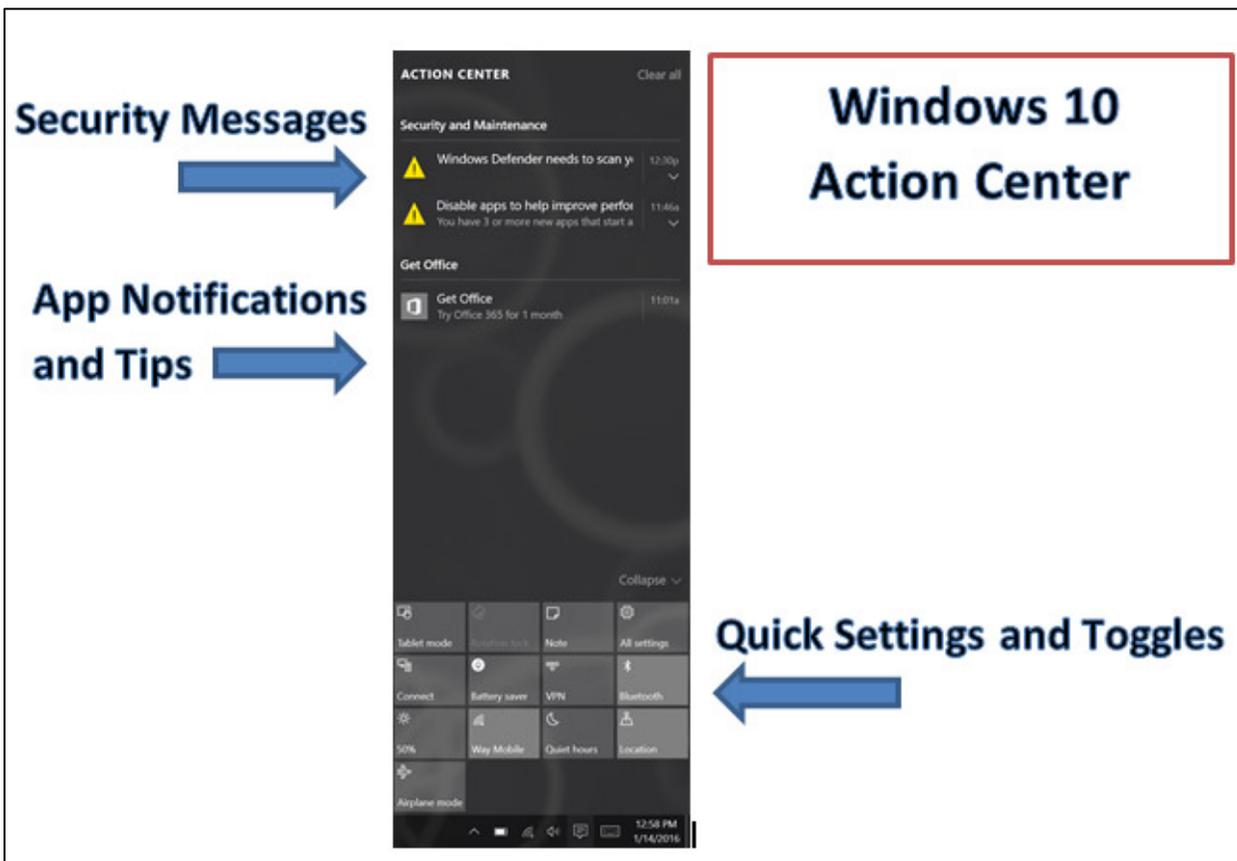
- **Security Messages:** Important messages about virus scanners, firewalls, updates and more will be listed here.
- **App notifications and Tips:** We gotten used to getting push notifications on our phones from apps, and Windows has integrated that feature here. You can click any listed item and get directed to corresponding app. You can also click "Clear all" to purge your notifications.

- **Quick Settings and Toggles:** From here you can access several settings that would otherwise be frustrating to dig for. You can quickly access WIFI, screen brightness, All settings, Bluetooth from here. You can also hit the button for "Tablet Mode" that will make your computer more easy to use if it has a touch screen.

Settings App

To get to the settings app click the Start Menu and then the Settings button

System

Click System to see various options to change related to your computer

Apps and Features

Click **Apps and Features** on the left-hand side to see a list of programs. If you want to uninstall a program, click the program and then click **Uninstall**.

Power and Sleep

Click **Power and Sleep** on the left-hand side to change when your screen goes blank and when your computer goes to sleep.

Default Apps

Click **Default Apps** on the left-hand side to see a list of programs that will always be used to open certain files or perform certain tasks. For example, Microsoft Edge is the app always used to open websites by default. But if you download Firefox or Google Chrome to browse the internet and would rather use that program to look at website, you can scroll down to "Web Browser" and click **Microsoft Edge** to get a pull-down menu of other options of programs to change to the default.

Personalize

Click the Settings gear in the top left-hand corner to go back to the main Settings menu. Then click **Personalize**.

Background

Scroll down and click a picture to change the background of your desktop. You can even choose a picture of your own by click the Browse… button.

Colors

Click Colors on the left-hand menu and then click a color to change the colors of the icons found in your Start Menu. Scroll down and tap the switch underneath "Show color on start, taskbar, and action center."

Accounts

Click the settings gear in the top left-hand corner to go back to the settings main menu and then click **Accounts**.

Your Account

This is where your Microsoft Account information is displayed. If you are ever wondering what Microsoft Account is set up with your computer account, this is where you would go to look. If you have not signed up for a Microsoft Account but need to, this is the place to do it.

Control Panel

The Control Panel can give you more advanced settings than the Settings app. You should not need to use it very often if at all, but should know where it is in case. This Control Panel looks very similar to the Control Panel found in previous versions of Windows.

The quickest way to get to the Control Panel is to click in the Search box in the bottom left-hand corner, type in **Control Panel** and click .

Windows Store

To get to the Windows Store click the picture of the shopping bag in the taskbar at the bottom.

At home if you do not have the icon in your taskbar, click the search box to the right of the Start button, type in **Windows Store**, and hit the enter key on your keyboard.

Click the square ☐ in the top right-hand corner (to the left of the X) to make the window larger.

What is it?

If you ever need to download an App for your Windows 10 computer, this is the place to do it. For example to read ebooks on your computer, the best way to do it is to download the OverDrive App from the Windows Store to read your books.

Click inside the search box in the top right-hand corner, type in **OverDrive**, and hit the enter key on your keyboard. Then click the big blue box with the white O in it .

This is an example of a page where you can read more about the app. If you wanted to download it you would click the **Free** button, but we are not going to download it at this time.

Note: You MUST have a Microsoft account to download apps. Once you click **Free** the computer will ask for your Microsoft account name and password. You should have gotten one when you upgraded to Windows 10 but if you did not, you will need to follow the instructions on-screen to get an account.

What else is in the Windows Store?

Apps

Click **Apps** at the top. There are many types of apps, such as cooking apps to keep track of your recipes, or weather apps to look up the weather in a fun way.

Games

Click **Games** at the top to see various games you can buy for your computer. Some great games are free but more complex games can cost money.

Music

Click **Music** at the top to see musical albums you can purchase. Instead of buying CDs these days, you can purchase songs for your computer to listen to on your computer, stream wirelessly to a wireless speaker, or transfer to an MP3 player or burn your own CD. You can even purchase single songs if you don't want to buy the whole album. Click on an album now to see what songs are on it.

Movies and TV

Click **Movies & TV** at the top to see movies and TV episodes you can purchase. Just like with music, you can purchase these items on your computer instead of on DVD and then transfer them wirelessly to your TV or watch on your computer. Click on an item to see more information about it now.

Minimizing, Maximizing, Restoring, and Closing

Earlier when we made the window on the Windows Store larger, that was called "Maximizing." With the Windows Store still open, let's "Restore" the window back to the smaller size. Note that many of these buttons are in the top right-hand corner of every window and look like this: —   ⬓   ✕

Restoring

To make a window smaller again, click the ⬓ button in the top right-hand corner.

Maximizing

To make the window big again, click the ☐ button in the top right-hand corner.

Minimizing

If you want your window to go off of the screen but still be open, click the — button in the top right-hand corner. Note that now the Windows Store icon in the bottom taskbar has a line underneath it . This indicates that the program is open and running, but just is not showing on your screen. First put your cursor on top of the Windows Store icon and watch a small box pop up with a preview of what is open. Now click on the Windows Store icon to restore the window.

Closing

To fully close a window so that it is not on your screen AND no longer running in the background, first make sure you can see the window of the program open in front of you and then click the X ✕ in the top right-hand corner of the open window. This will shut down the program. Click the X now to close Windows Store. If you had a document open you were working on, it may first ask you if you want to save your work.

Ctrl+Alt+Del

If a program freezes on your computer and it will not close when you hit the X in the top right-hand corner, first wait several minutes to see if the computer responds. If the computer is still frozen, do NOT shut off your computer. First try holding down the following keys in this order: **Ctrl** (located in the bottom left-hand corner of your keyboard), **Alt** (located to the right of the space bar on your keyboard), and **Delete**, which should be in the range of the top right-hand corner of your keyboard (possibly to the right of the Enter key).

With all three buttons pressed at the same time, you should get a blue screen. Then click **Task Manager.**

Click on the program that is frozen, or if that last program you used before the computer froze.

Then click **End Task** in the bottom right-hand corner.

This should make the program closes and your computer un-freeze. If your computer is frozen, only NOW should you try holding the power button in until it shuts off, then wait 10 seconds and turn the computer back on.

File Explorer
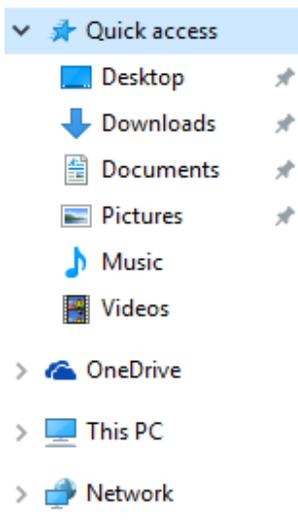
Whenever you save files to your computer – such as a Word document, music, videos, and pictures – they are all saved in a location in the File Explorer. To get to the File Explorer click the folder icon in your taskbar.

The left-hand side of your File Explorer should look similar to this:

Click the name of the folder in the left-hand menu to see what is inside the folder. The items shown in the area to the right of the menu are the files that are located inside the folder you clicked on. If you have not used your computer much or is it new, some folders may have no files in them.

Click **Desktop** to see the files located on your desktop. You may see shortcuts to programs.

Click **Downloads** to see what files you have accessed while using the internet.

Click **Documents** to see what files you have saved to your computer. Generally when you create documents in Microsoft Office, such as Word, they are saved here.

Click **the arrow next to This PC** and a menu will pop down underneath. Many of these folders listed are the same ones listed under "Quick Access" near the top of the menu. If you ever have a flash drive plugged into your computer, its name will appear underneath "This PC." You would then click its name to see what is inside.

OneDrive refers to a cloud-based system provided by Microsoft. Many of you probably will not need to use OneDrive. If you save a file to the OneDrive folder, you can have access to that file even if you are at a different computer. You would use a web browser to go to onedrive.com to see your files or download the OneDrive app to your mobile device. It all requires a Microsoft Account to use so be sure you keep track of your Microsoft Account password if you need to use it.

Microsoft Edge

This is the new default web browser provided by Microsoft, replacing Internet Explorer. Internet Explorer is still available and should be on your computer, but Microsoft encourages everyone to use the safer Microsoft Edge browser. Alternatively you can use Google Chrome or Firefox as your web browser. Chrome has a reputation for being the safest.

We will still cover the basics of Edge is case you need to use it in the future. To get to Edge click the Start button

and click on the blue Microsoft Edge tile . If you do not have this tile you can click **All Apps** and scroll down and click **Microsoft Edge**. This first time you open it, it could go through an instructional tutorial with you. To close it click the X to the right of "Get Started" in the top left-hand corner.

The Search Bar

Generally the first page Edge goes to is the "Start" page. Click in the white search box to enter a URL or search term.

Type in **Way Public Library** and then click . This is considered a "Search Term" because we did not enter an exact web address. When you enter search terms, Microsoft automatically performs a Bing search for you, giving you thousands of different web pages related to the terms "Way Public Library." Click the title **Way Library – Official Site**.

Notice our search bar is now towards the top of the screen, where it says waylibrary.info. Click in this box to type in a new search term or URL. Then type **www.perrysburg.com** and hit the enter key on your keyboard.

Notice this time it did not perform a Bing search, and instead went straight to the website we wanted. That is because we typed in the exact web address (also called a URL).

Favorites

If you want to add this page to your Favorites, click the star to the right of the search box. The highlighted title will be the name of your Favorite. You may change this if you like. When you are satisfied with the name click **Add**.

To view your Favorites click the three lines to the right of the star. You should see the favorite we just added.

Taking Notes

Have you ever wanted to clip out a webpage like you would clip out a newspaper article? Edge has found a way to do so! Let's practice on this website.

1) First click the icon of the pen and paper in the top right-hand corner .
2) Then try to draw a circle around something on the page. It should draw a blue line on your screen. Circle a second item.
3) In the top right-hand corner click then yellow paintbrush . Try to highlight a few words on the screen.
4) Click the eraser and try to hold down and move your mouse on top of one of the blue circles you drew to erase it.

5) Click the speech bubble and click anywhere on the page and type a note, such as "Remember to print this."

6) To save your note his the save button in the top right-hand corner. Make sure "OneNote" is blue (click it if it is not) and then click **Send** and then click **View Note**.

The first time you do this, the OneNote program will open and may ask you to login with your Microsoft Account. Unfortunately we do not have our computers linked with a Microsoft Account since the computers are for public use, but this would be a fun exercise to try at home. After logging in it would then open your new note. This is a great way to "save" or "copy" a webpage for later use. Sometimes people change or delete webpages and then you can no longer access them. Making these notes in OneNote allows you to "cut out an article" or make a copy of a webpage so you can easily view things you have saved without worrying about the website being removed. It's also an easy way to "highlight" things. For example if you only Favorite a website, you may not remember the reason you "Favorited" it, but now you can highlight the exact text you wanted to remember.

To get back to OneNote in the future click the Start button , **All Apps**, and scroll down to **OneNote**.

If you have additional questions consider making a 30-minute "Mondays with Kara" appointment with Kara Prielipp, Technology Specialist, by calling the Way Public Library info desk at 419-874-3135 ext. 119.