Introduction to Windows 10

Part 1

In this presentation we will have a quick look at the following:

- Starting Windows 10
- Typical desktop layout
- Start screen
- Cortana and Search
- Taskbar
- Notification Area
- Personalize the desktop
- Working with windows
- Files and folders
- Moving files
- Closing programs
- Closing Windows

Start Windows 10

Switch on your computer to start up the operating system. The stages are as follows:

- A simple Windows logo is displayed, with a rotating cursor to show that the system is being loaded.
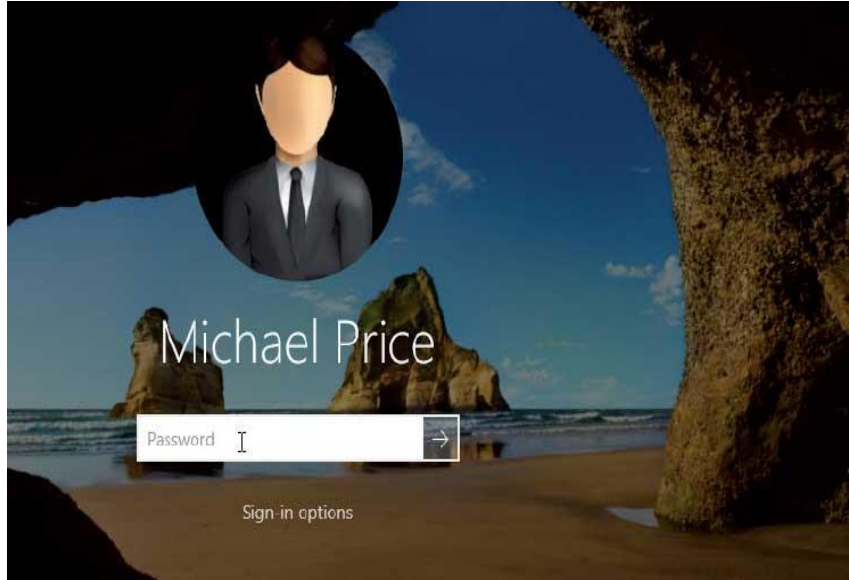

- After a while, the Lock screen is displayed

This is one of the supplied Lock screen images, but you can choose another image from the Picture library, or even play a slideshow.

- Press any key, click a mouse button, (or sweep up on a touchscreen monitor) to display the user Sign-in screen

- Type the password and click the arrow (or press the Enter key)

The start-up time depends on the configuration of your computer and how it was previously closed down, but usually it is less than a minute.

- The Welcome message is displayed while the user account settings are being applied.

An error message is displayed if you mistype the password (including having Caps Lock on).

- The Windows 10 Desktop screen is displayed, showing the image associated with your account.

- If there are multiple user accounts, you may need to select the correct account before signing in. (If there is more than one user account, the Sign-in screen will display the last used account, along with the list of available accounts.)
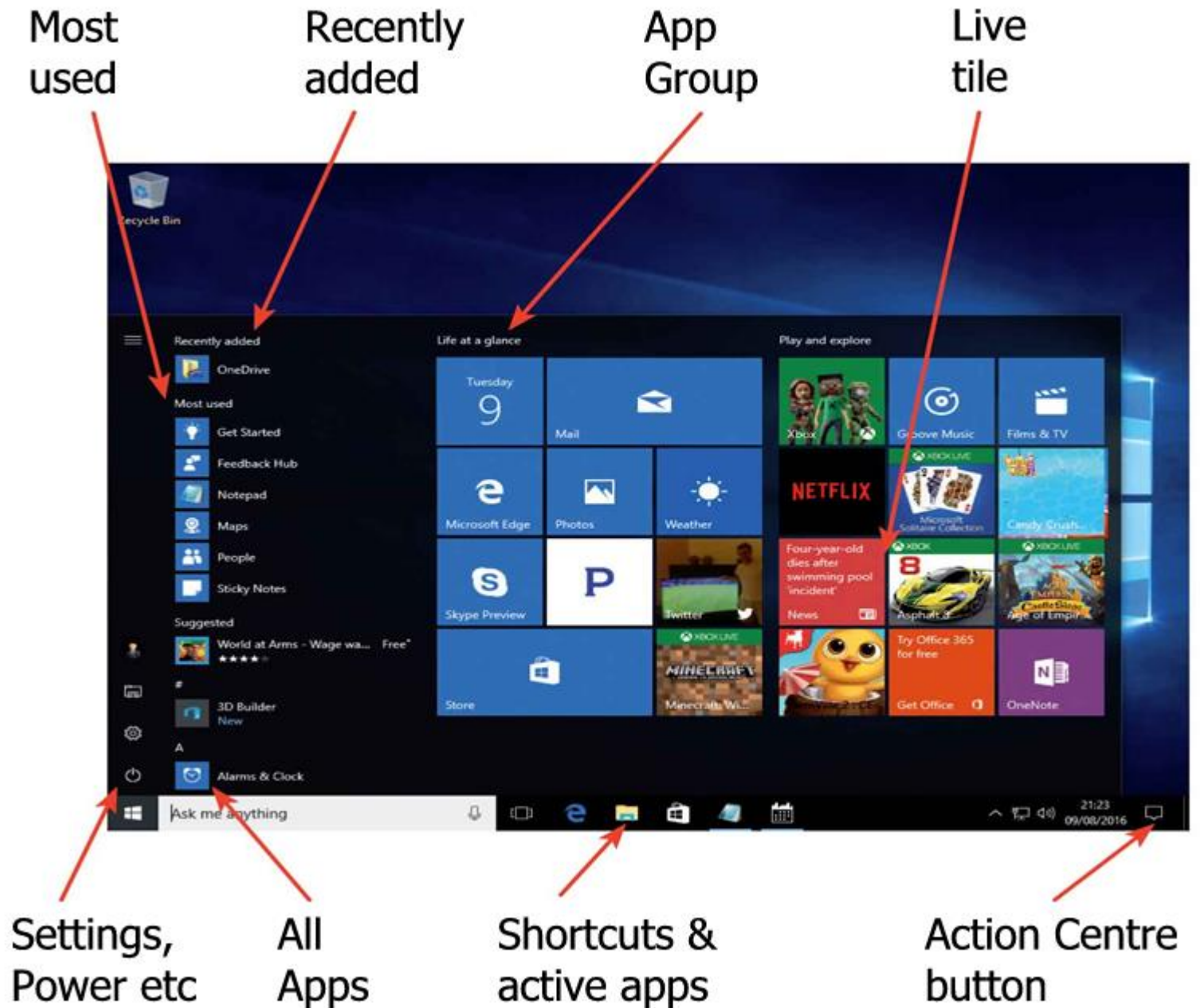
By itself Windows 10 does not actually do a lot, except allow other programs (also known more recently as applications or apps) to work. Microsoft Office, for example, is completely separate from Windows 10 even though it may have been installed on your machine when you acquired it. There are a few applications built into or bundled with Windows 10, many of which are not listed separately but are listed under Windows Accessories, including:

- Notepad, a basic text processor with no ability to format text
- Wordpad, a lightweight word processor (think of it as *Diet Word*)
- Paint, a drawing program
- Calculator
- Windows Mail
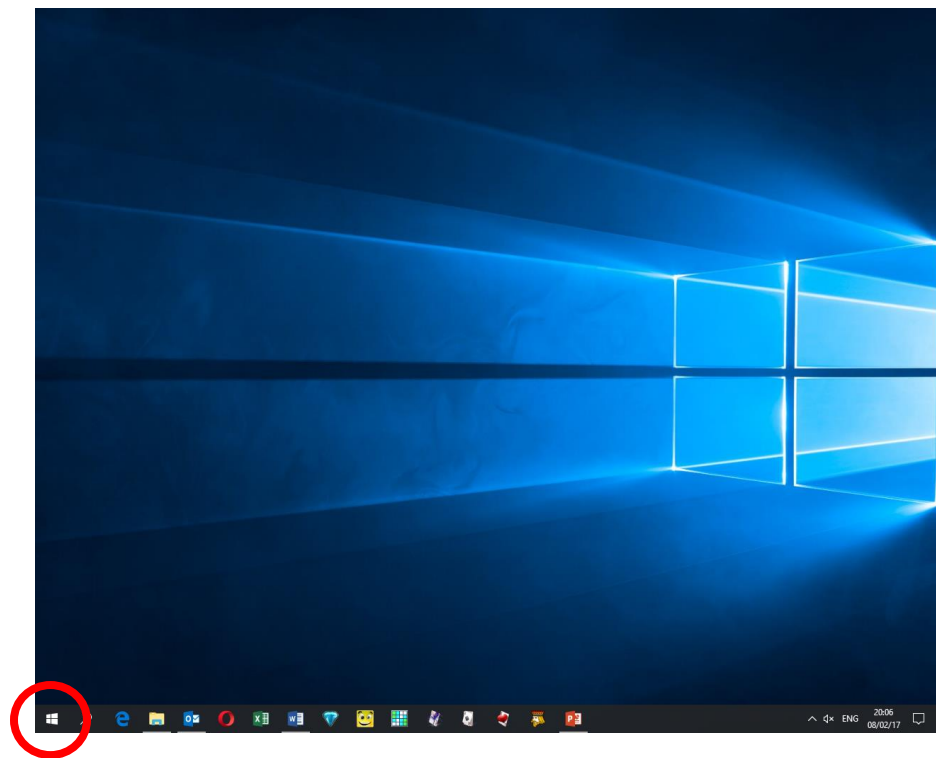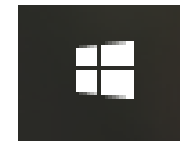- Microsoft Edge and Internet Explorer, web browsers
- Some games

If you have a particular interest there is almost certainly a program available which can help you to achieve your aims, either free, low cost, reasonably priced or downright extortionate! Once you have installed any extra programs, Windows 10 will help you run them.

Typical desktop layout

Note that apps you have installed will be shown along with those included with Windows 10.

Most used

Recently added

App Group

Live tile

Settings, Power etc

All Apps

Shortcuts & active apps

Action Centre button

Let's start by looking at the start menu, accessed by clicking on the Start button, the Windows icon at the left of the taskbar (or at the top if your taskbar is vertical)
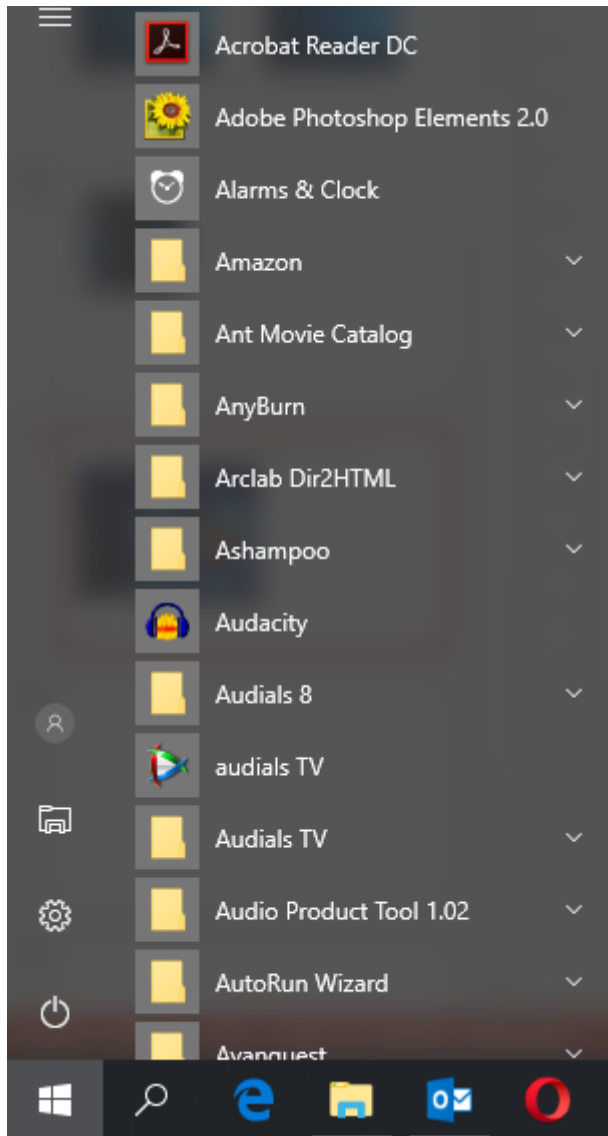

The Windows icon is highlighted in the 2 views above: the more conventional taskbar layout is on the left.

When you click on the start button, you will see the start screen as shown below. Note that the scroll bar shown will only be visible if there is insufficient room to display all the start menu icons (or tiles).
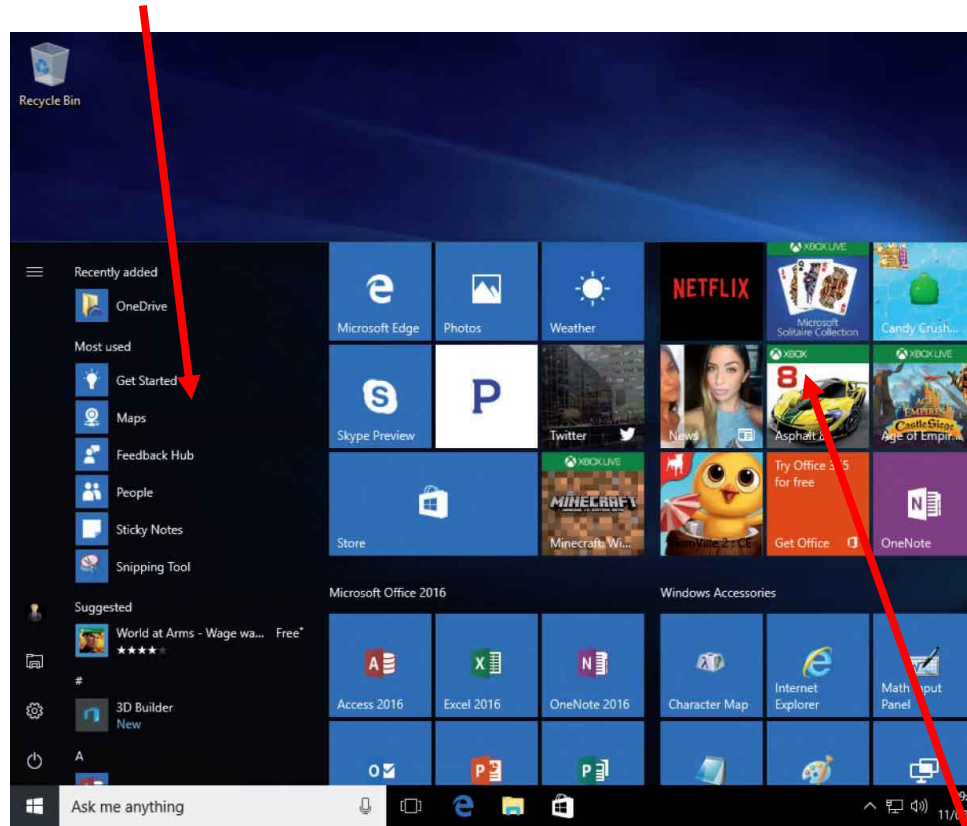

Scroll Bar

All installed programs and apps are listed alphabetically in the left-hand section of the start menu.

Entries with a Folder icon expand when you click them, and can contain groups of items, for example:

Note that while the master list of programs and apps is contained in the "all apps" section on the left of the start screen,
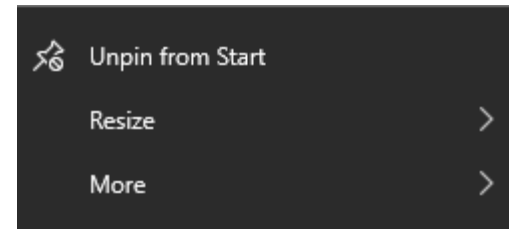

shortcuts to the same programs can be found
- on the right-hand side of the start screen,
- on the desktop itself, or
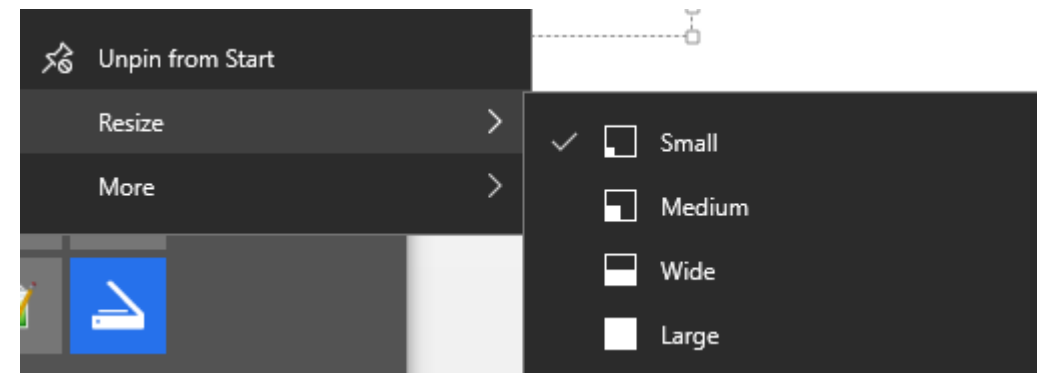- on the taskbar

When you first open Windows 10, you will probably find that the right-hand side of the start screen has shortcuts to many programs you will never use.
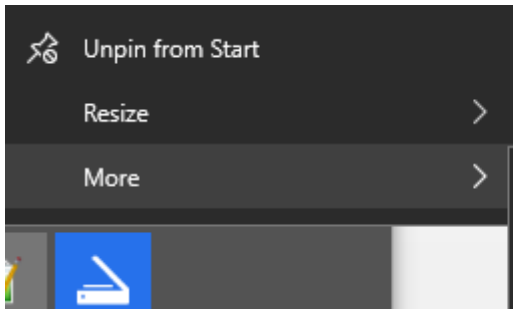

Right-click on any icon and then click on "Unpin from Start" if you want to de-clutter this area. This will not uninstall the program and you can always re-create the shortcut later.
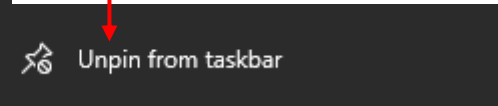

You can also resize each of the icons by clicking on "Resize" and then selecting the desired shape.
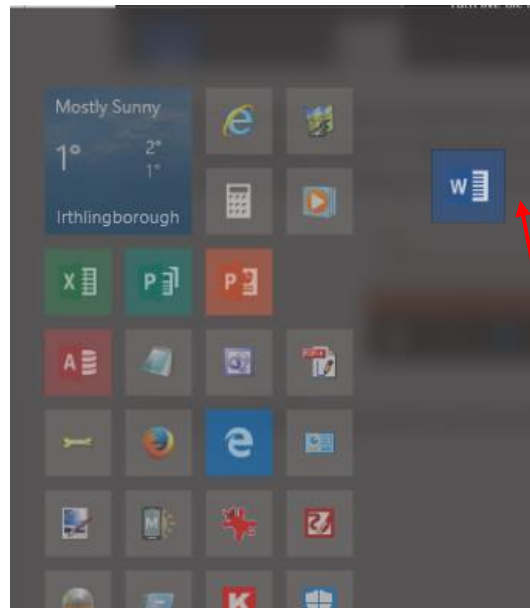(Note that not every shortcut has all 4 size and shape options available.)

The "More" option allows you to turn off a live tile, meaning that the tile will become static and not change. Live tiles include News and Weather and update whenever the computer is online whether or not the program is in use.

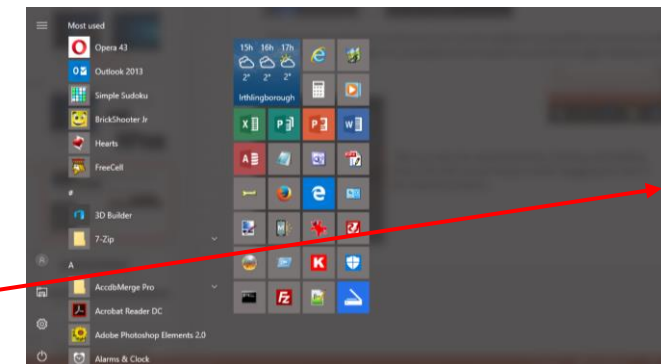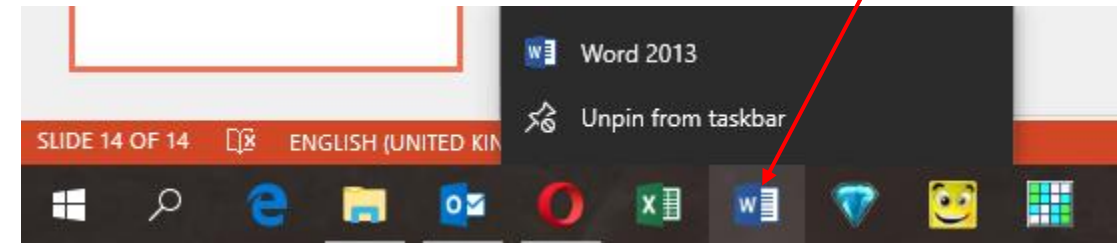Unpin from Start

Resize

More

Unpin from taskbar

If the program also has a shortcut icon on the taskbar it is possible to remove it within this same menu in the start area, although it is probably more intuitive to do this by right-clicking the icon on the taskbar.

Word 2013

Unpin from taskbar

SLIDE 14 OF 14   ENGLISH (UNITED KIN

Mostly Sunny

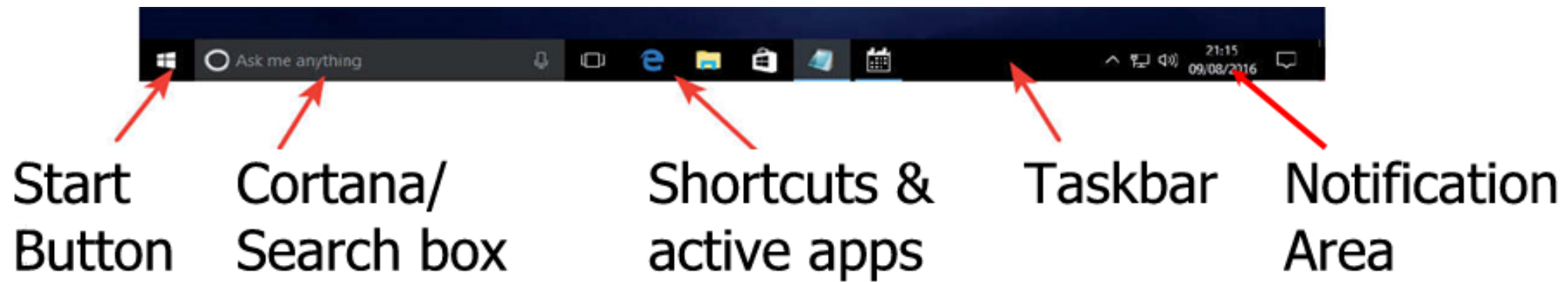1°   2°
         1°

Irthlingborough

Tiles can also be repositioned by clicking and holding down the left mouse button while dragging the tile to the desired position.
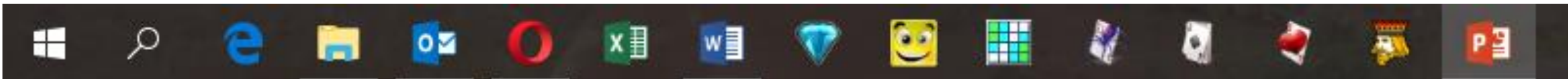
The whole area containing the tiles can be narrowed or widened (to a degree) by mousing over the right-hand edge until the pointer changes to a double-headed arrow, then by clicking, holding and dragging.

Most used
Opera 41
Outlook 2013
Simple Sudoku
BrickShooter Jr
Hearts
FreeCell

3D Builder
7-Zip

A
AccelMerge Pro
Acrobat Reader DC
Adobe Photoshop Elements 2.0
Alarms & Clock

15h 16h 17h

2°   2°   2°

Irthlingborough

The taskbar can be regarded as several different areas as shown below.

Start Button **Cortana/ Search box** **Shortcuts & active apps** **Taskbar** **Notification Area**
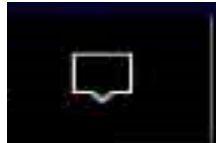
We have already covered the Start button, and later slides will deal with Cortana/Search and the Notification Area.

Programs which are open on your computer will have a pale line underneath their icons, and the active program's icon will be highlighted. The screenshot above shows that PowerPoint (on the right of the row) is the active program, while Windows Explorer, Outlook, Opera and Word are all open.

At the extreme right of the taskbar is a thin vertical bar. Clicking this will allow you to see your desktop by hiding open programs. Click it again to restore the previous view. You can also set this to allow you to "peek" at the desktop by hovering over it with your mouse pointer: right-click on the taskbar to access "Settings".
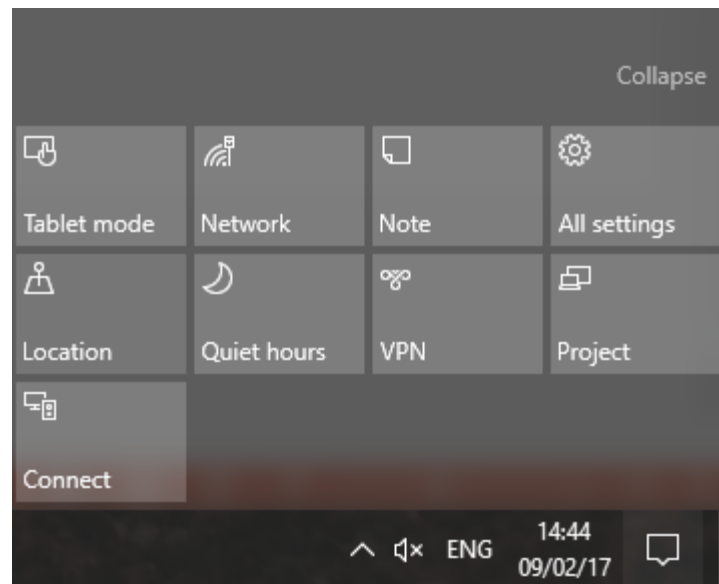
To the left of this is the Action Centre (or Action Center in American English) icon. This normally looks like but if Windows has a message for you the icon changes to

Clicking on the icon opens the Action Centre, a vertical panel on the right of the screen. Messages from Windows (if any) appear at the top, and the lower part looks like this:
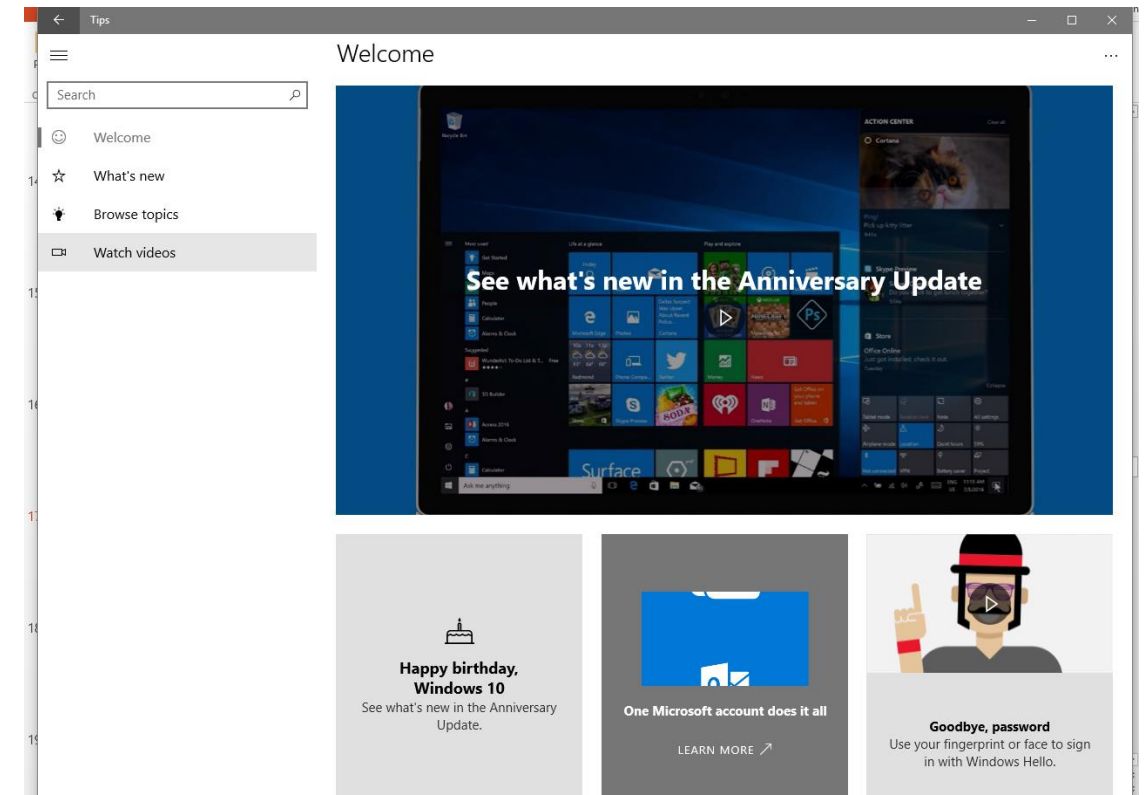
Cortana and search

Cortana is an intelligent personal assistant created by Microsoft for Windows 10 and Windows Phone 8.1. Cortana can set reminders, recognize natural voice without the requirement for keyboard input (always assuming your computer or laptop is equipped with a voice input system such as a microphone), and answer questions using information from the Bing search engine.

You can choose whether or not to use Cortana: if you turn "her" off you can still use the search facility to search both within your computer and on the internet.
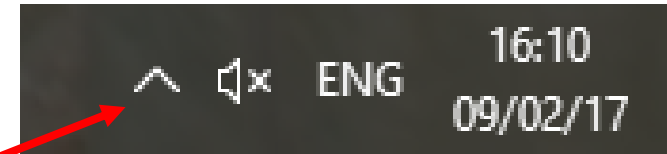
Microsoft created an app called "Tips" with Windows 10: this is designed to help you get the most out of Windows 10. If it is not already installed (look in the alphabetical "All Apps" section of the start menu) you can download it (free) from the Microsoft store.

The information and videos contained in *Tips* may help you decide whether or not to use Cortana (and may also help you with other aspects of Windows 10).
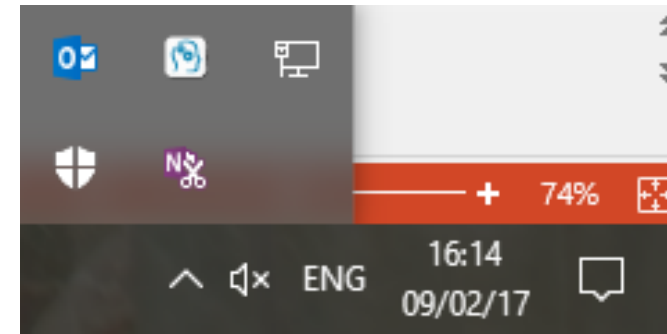
Notification Area (previously known as System Tray)

Next to the Action Centre icon you can find the Notification Area, which typically shows the day and date, speaker icon and/or the network icon.

There is also an upward-pointing arrow and clicking on this allows you to access the remaining icons. Click on the arrow again to contract the area again.
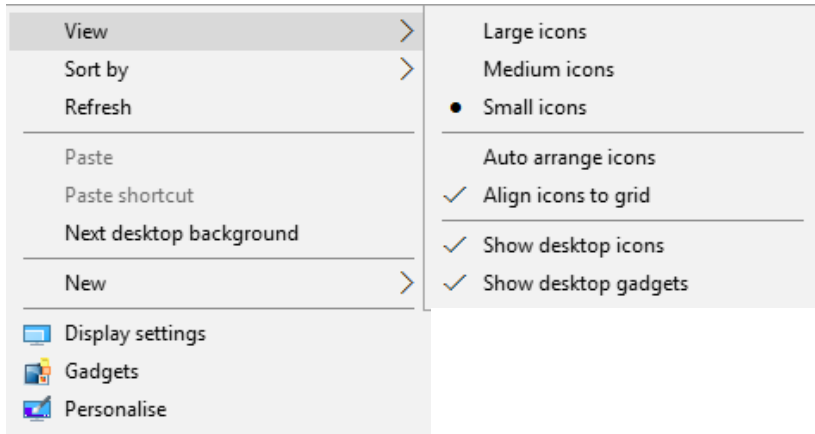
The icons displayed in the Notification Area can be changed by right-clicking an empty part of the taskbar, selecting Settings, and scrolling down to "Notification Area". Note that the available icons depend on the configuration and type of your computer. For example the Network icon requires some form of network or internet connection (wired or wireless) and the Power icon is for laptop PCs only.
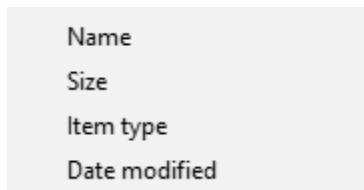
Personalize your desktop

You do not have to accept what Microsoft supplied and can change many aspects of the desktop.

In order to change the appearance of the desktop, right-click in an empty area to bring up this screen:
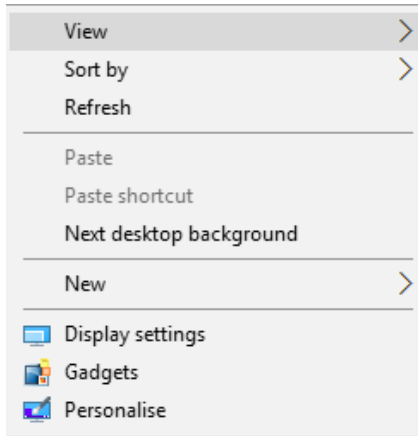

You can see that in the top section you can choose the size of the icons on the desktop. Click on another entry in the list to change the size.

Below that you can choose to auto-arrange the icons or align them to a grid. The alternative, if neither is ticked, is the ability to scatter the icons randomly across the screen.

In the bottom section by removing the tick from "Show desktop icons" you can have a plain uninterrupted background, something you might choose to do if you have a nice background picture.
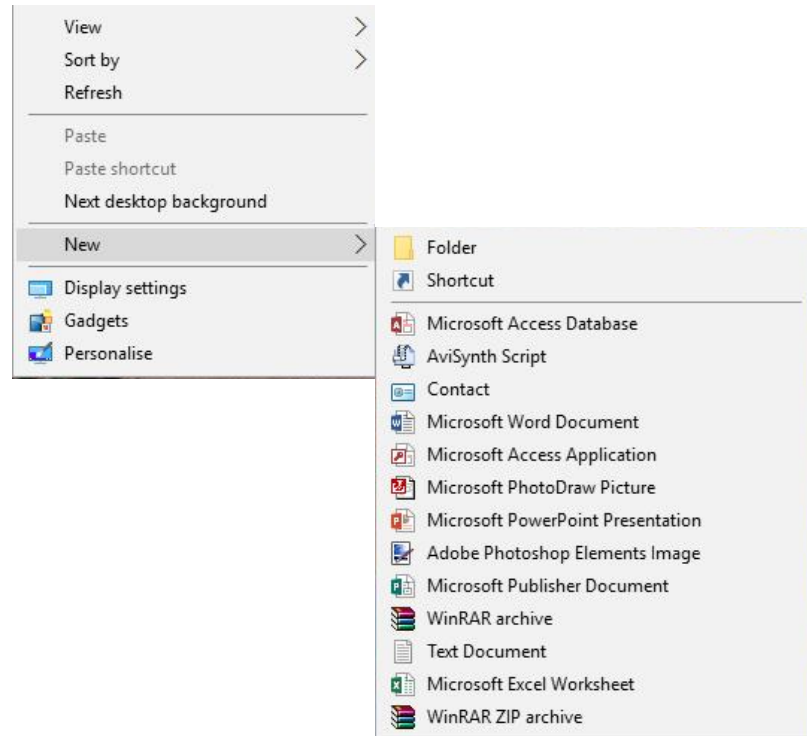
To add or remove a tick simply click on the line of text.

If you choose to display desktop icons you can click on "Sort by" to get this choice:

We do not plan to cover the final entry on the list, "gadgets", in this presentation. These were introduced in Windows Vista and were still available in Windows 7, but created a security vulnerability and the option may not appear on your computer. Install them at your own risk.
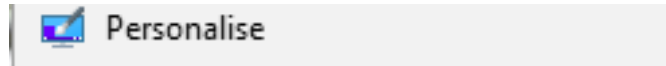
The "Next desktop background" allows you to change the picture to the next image in the slideshow, if you have chosen this as your background. Otherwise it will be greyed out.

Clicking on "New" brings up another menu, the contents of which depend on the programs installed on your computer, but which may look like this:
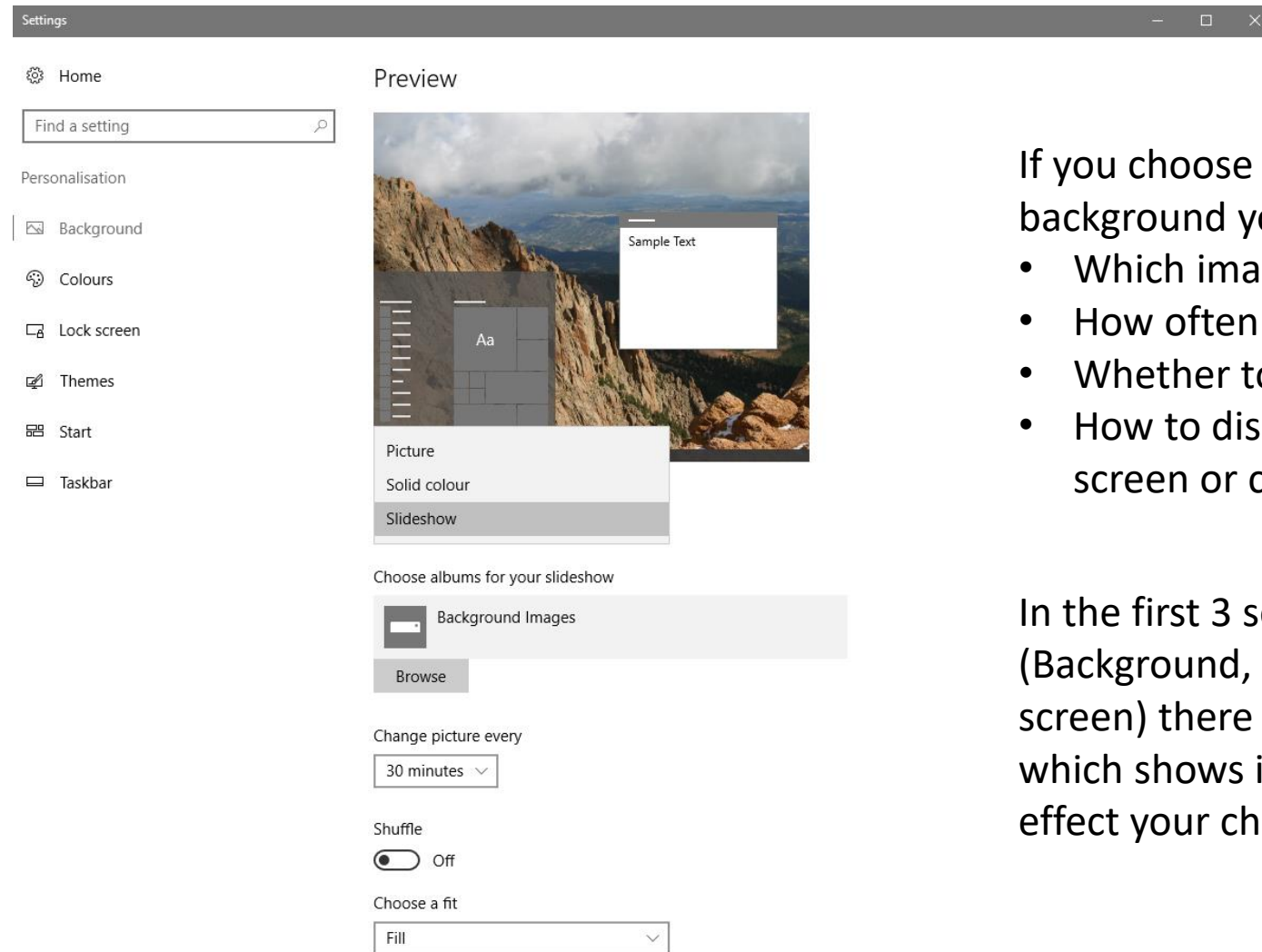

Any or all of these "new" actions can equally easily be accomplished by opening the relevant program, which is what Windows will need to do to carry out your wishes.

The final section of this menu is ![Personalise icon] **Personalise**
Clicking on this will open another screen as shown below.

Here you can choose what *background* you want (options are solid colour, a single picture or a slideshow), what *colours* to use, what picture you would like for your *lock screen,* what *theme* you like, as well as setting some options for the *start* menu and *taskbar*.

If you choose to have a slideshow background you can choose:
- Which images to display,
- How often to change,
- Whether to shuffle them, and
- How to display them (filling the screen or centred)

In the first 3 sections (Background, Colours and Lock screen) there is a preview window which shows in real time what effect your changes are having.

Working with windows inside Windows 10

Every edition of Windows has started with the principle that different programs should occupy their own discrete spaces, or windows, and that several windows can be open at the same time. When a window is maximised, i.e. completely fills the screen, the symbols in the top right corner will look like this: ▭ ▢ ✕ . If it is still visible but not maximised the symbols will be: ▭ ▢ ✕ .
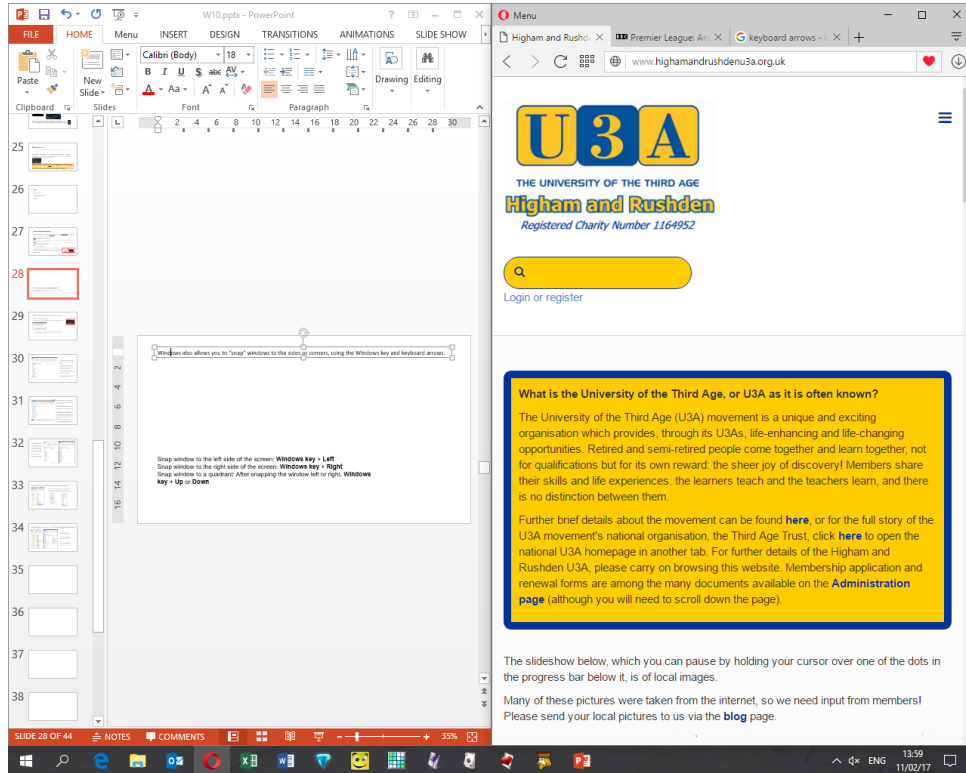
Let's look at these symbols and see what they do.

✕   The "X" symbol closes a window. You can also click on File in the top left corner , then "Close"

▢   This icon represents a single window and will maximise the window. You can also press the Windows key and the up arrow to do the same.

▭   This icon represents multiple windows and will shrink the window to its normal state. (Windows key and the down arrow also work.)

—   The minus sign will minimise the window: it will still be open and you can bring it back by clicking its icon on the taskbar.
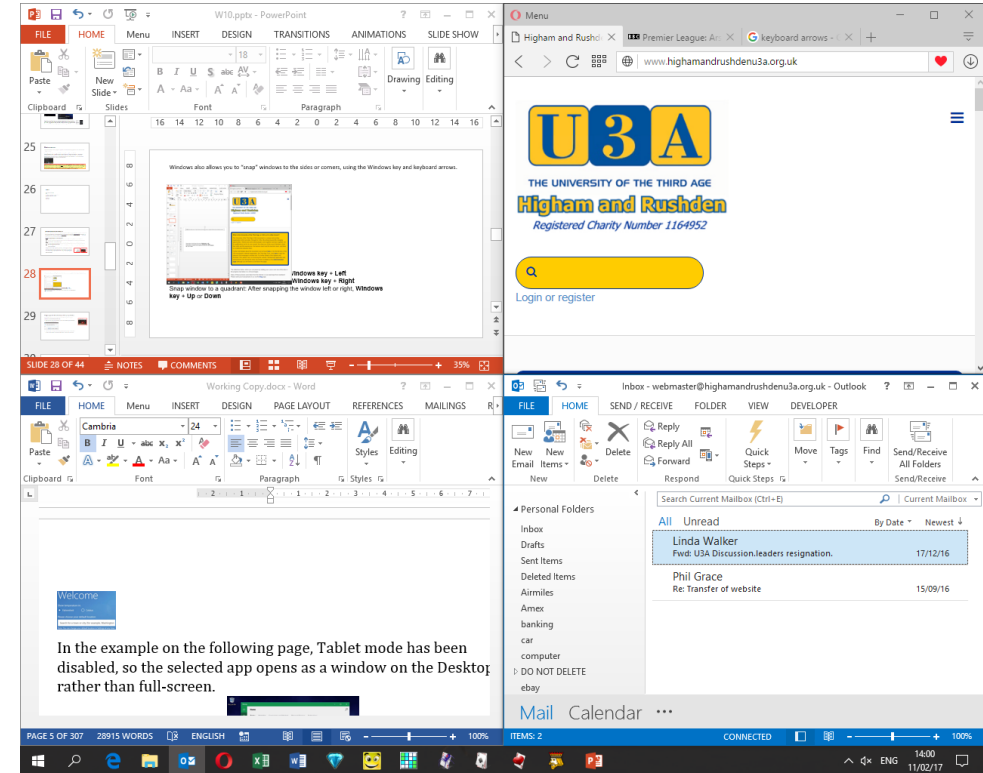
A keyboard shortcut for maximising, restoring, minimizing and closing a window is to press Alt and the spacebar simultaneously. This brings up a small window with all the available options. You can then use the down arrow on your keyboard to select an action, and press the "Enter" key to effect the change.

Keyboard arrows

Windows key

Windows also allows you to "snap" windows to the sides or corners, using the Windows key and keyboard arrows.
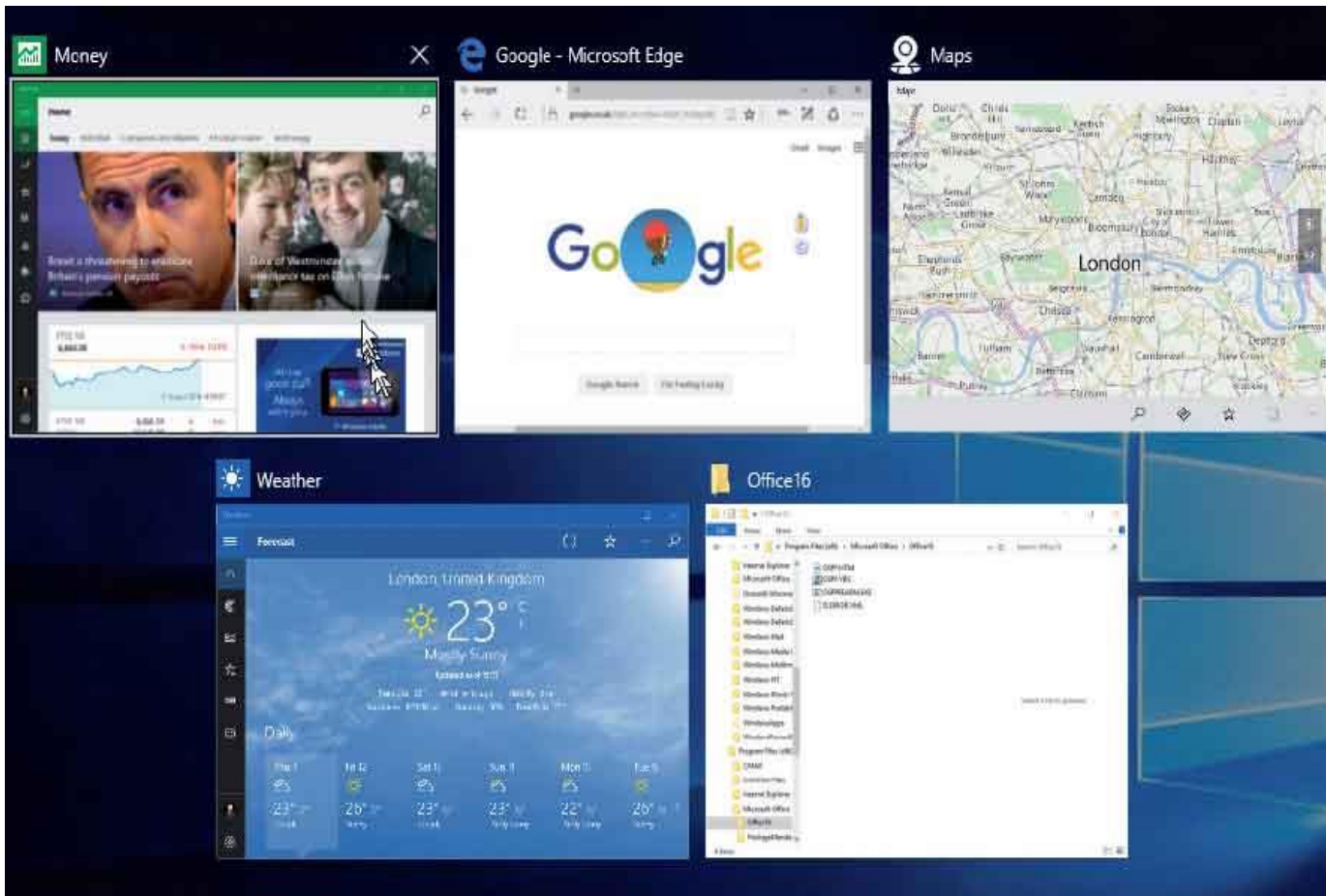

To snap a window to the left side of the screen press the Windows key + left arrow
To snap a window to the right side of the screen: Windows key + right arrow

To snap a window to a quadrant: After snapping the window left or right, use the Windows key with the up or down arrows

If you have more than 4 windows open, you will have to be more creative and resize most of them individually if you want to display them all at once.

You can show all your open windows by pressing the Windows and Tab keys together, or the Task View button . (restore the previous view by repeating the action)
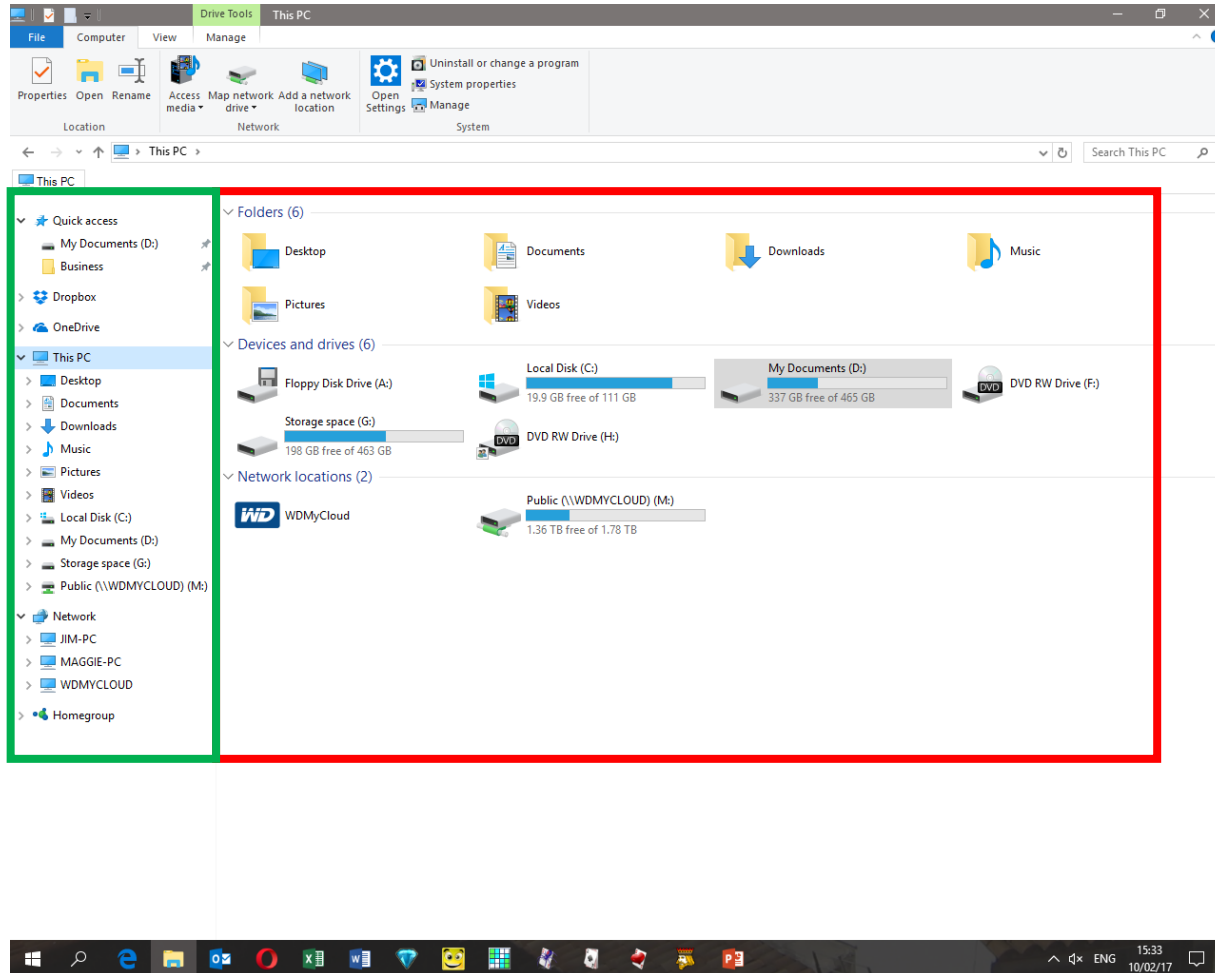

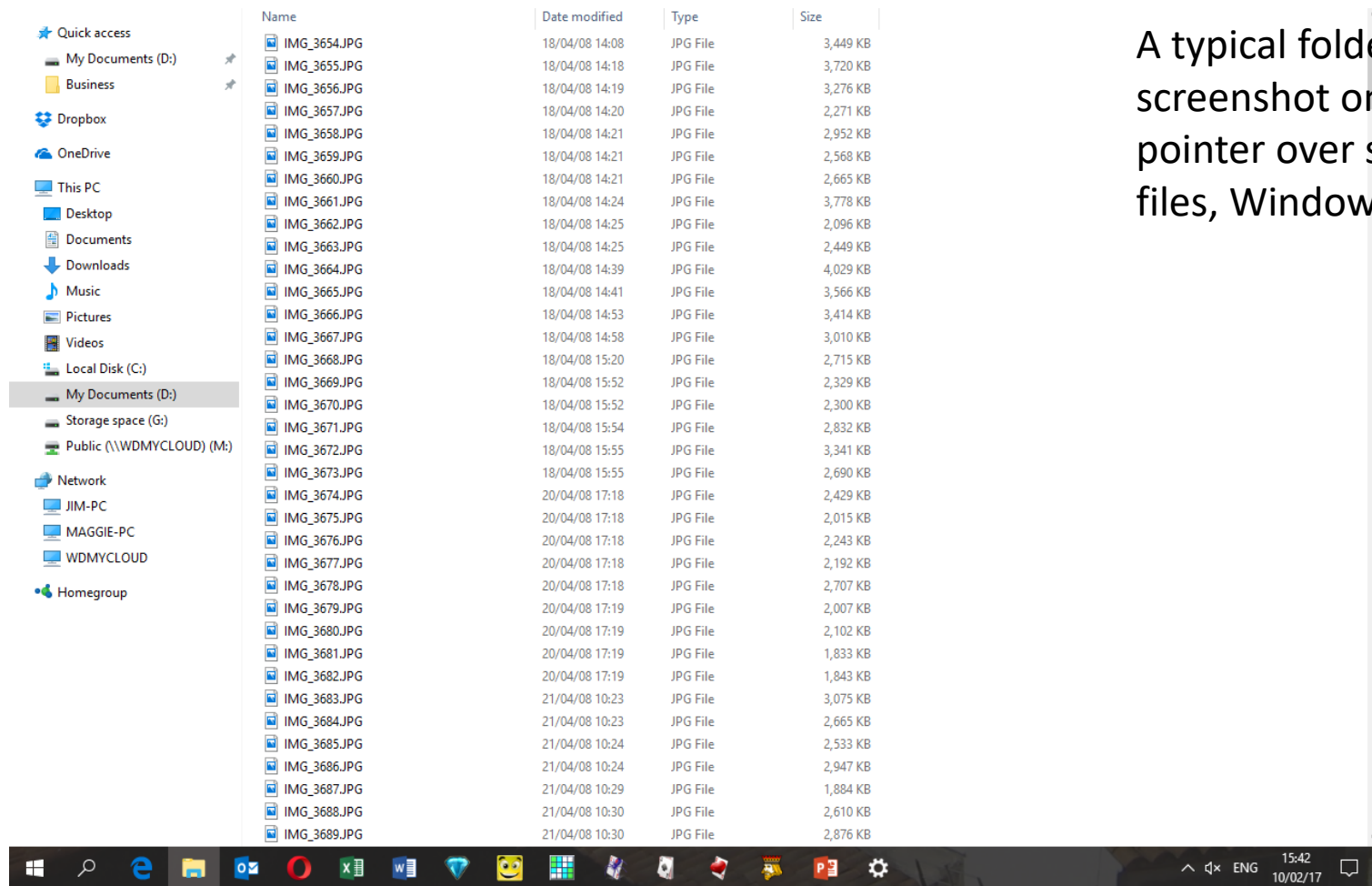Click on the required program to bring it to the front (maximise it).

Alternatively, hold down Alt and tap the Tab key until the app you want is selected, then release Alt.
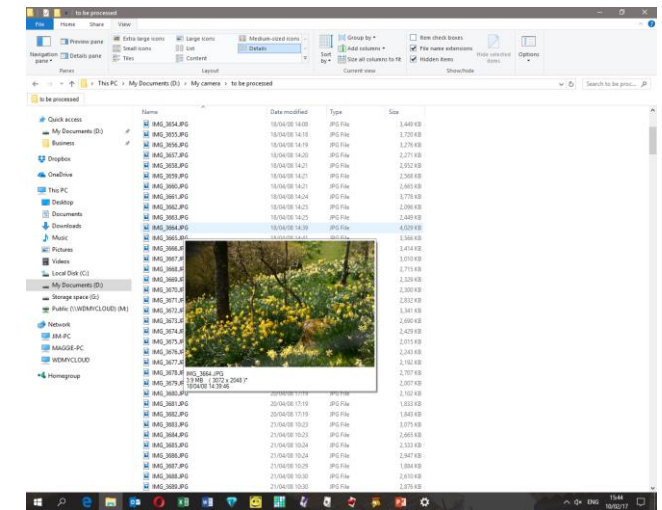
Files and folders

The simplest way to access your files and folders (documents, pictures, videos, etc) is to use File Explorer, previously called Windows Explorer, and accessible via the icon on the taskbar, start screen or desktop.

The left-hand pane, outlined in green, is called the navigation pane. Click on any location here to display its contents in the right-hand pane (outlined in red).

A typical folder of pictures will look something like the screenshot on the left. If you hover your mouse pointer over some file types, mainly image and video files, Windows gives you a preview of the file.

Double-click any file (or right-click and "open") to open that file in the default program for that file type. You can change the default program in Start/Settings/System/Default Apps

If you want to open the file using a different program, right-click the file and click "open with" to choose from any other appropriate programs installed on your computer.

Moving files and folders

Let's assume we want to move the picture called DSC00013.jpg from the "to be processed" folder to the "background images" folder.
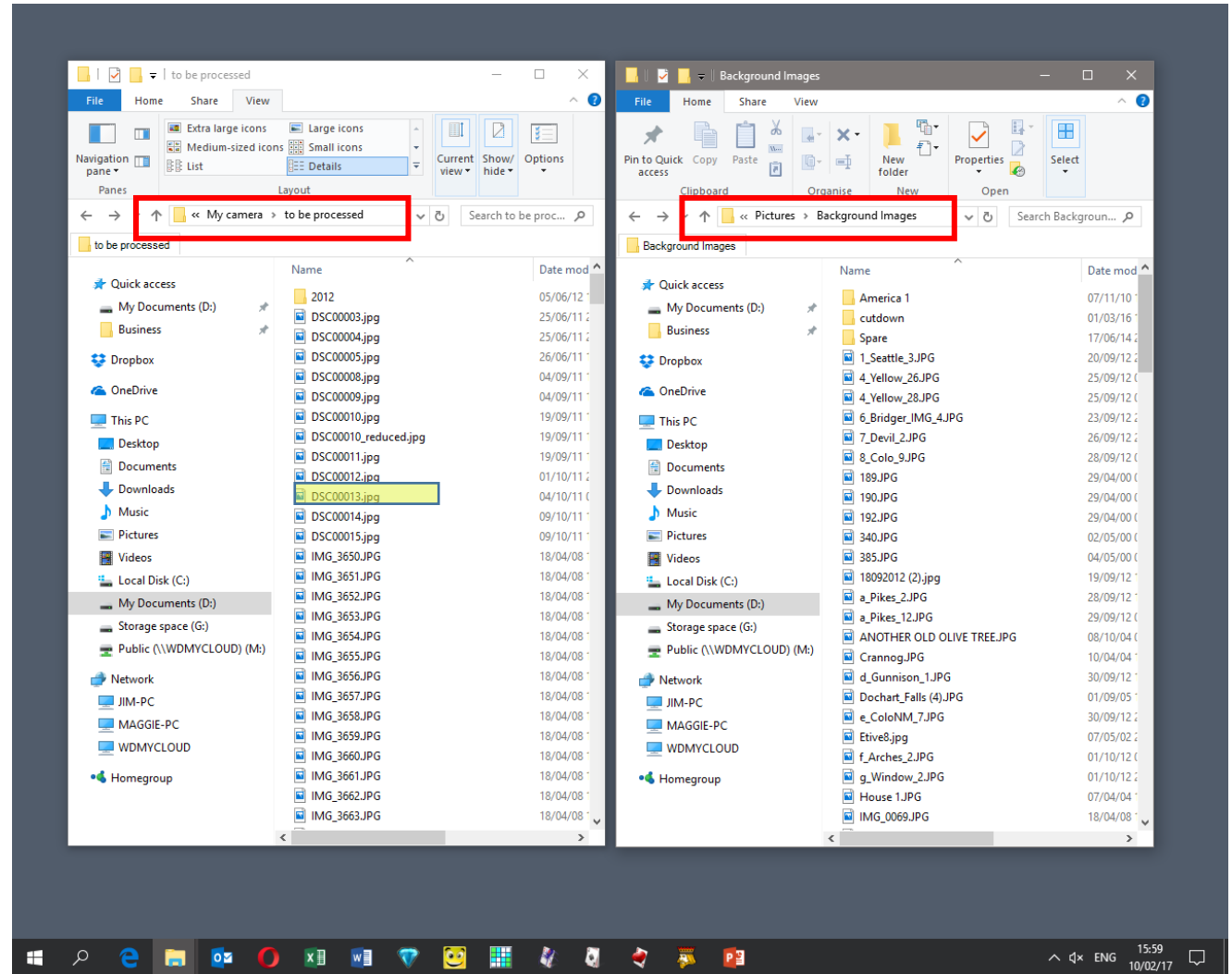
We first open 2 instances of File Explorer and arrange them so that both are visible. Note that the title bar (with the red surround) tells us which folder is which.

Then click on the file (highlighted) so that we can either copy it (to leave the original where it is) or cut it (to move it to the new location).

To copy we can right-click and "copy" or use the keyboard Ctrl + C shortcut.

To cut we can right-click and "cut" or use the keyboard Ctrl + X shortcut.

To paste it into the new location right-click and "paste" or use Ctrl + V.

In a situation like this where both origin and destination folders are visible, it is also possible to drag files from one folder to another. Left-click the file, hold and drag from one folder to another to copy (unless both folders have the same parent folder, in which case the file is normally moved). Right-click, hold and drag to be offered the choice of "Copy here" or "Move here".
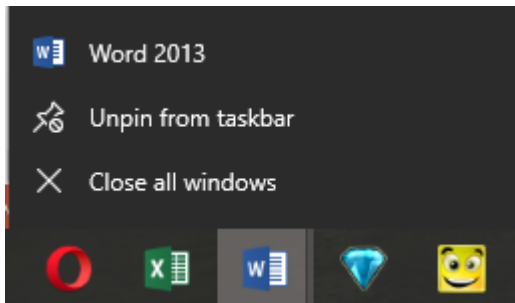
Closing programs

The commonest way to close a program or app is to click on the X in the top right-hand corner of the window.

? ☒ — ⧉ ✕

Most programs also allow you to go to "File" (in the top left corner) then select "Close".
It is also possible to close a program by right-clicking its icon on the taskbar and selecting "Close window".
Note, however, that when you have multiple instances of the same program open, such as a number of Word documents, the taskbar right-click option will probably be "Close all windows". This will not close any other windows, but will close all Word document windows.
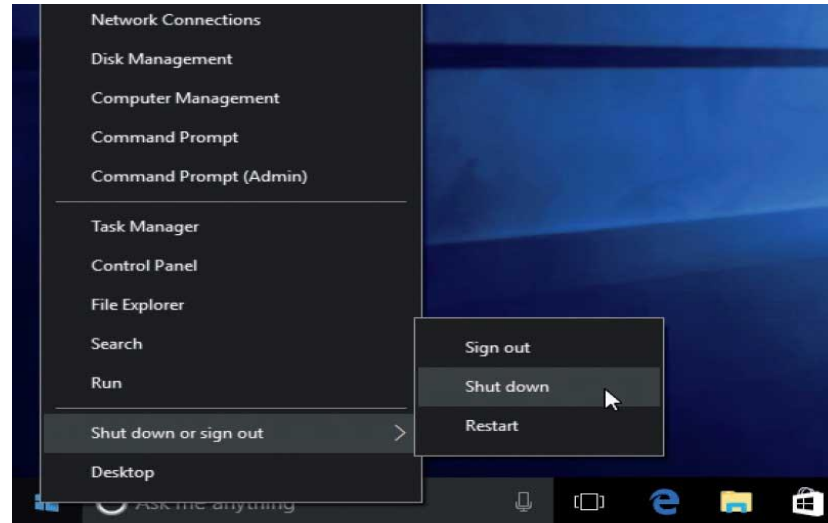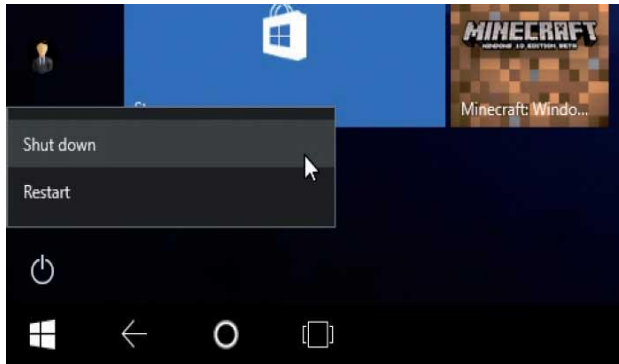
Whichever method you choose for closing a file, you will **normally** be asked if you want to save any changes you have made. It is, however, **much** safer to save changes as you make them, including giving the file a name on the first save, and again before closing the file. Failure to do this can in some circumstances make the document become the default template for that program.
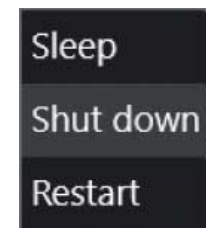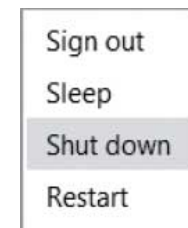
Closing Windows 10

When you finish working with Windows 10, you'll want to Shut down or Sign out, as follows:

- You can right-click the Start button and select Shut down or sign out, then choose the required option, or
- On the Start menu, click the Power button to select Shut down or Restart

Depending on your PC or laptop, you may also be offered the option to put the PC to Sleep. You can use Sleep when you're going to be away from your battery-powered PC for a while. It uses very little power, and when you return and touch the screen or move the mouse, the PC starts up quickly, and you're back to where you left off.

THE END