

Getting to Grips with Technology

An overview of Windows 10

1. Introducing Windows 10

New Features:-

Microsoft Edge – a new web browser.

Cortana – a personal digital assistant.

Touch screen – on some devices.

Microsoft Account –for some apps.

Start Button – bottom left, click to access:-

Start Menu – refer to laptop.

Settings & Control panel – both available.

Settings, from Windows 8 accessed with **start button & start menu**.

Control Panel, from Windows 7 (familiar) right click **start button**.

Signing In – Password, PIN or Picture Password.

2. Start Button & Start Menu

Start Button

gives access to Windows 10 apps and enhanced start menu.

1. Click **start button** – bottom left of screen.
2. **Start menu** is displayed on left of screen & gives access to apps from different locations.
3. Apps can be pinned to main screen as large coloured tiles.
4. Right click **start button** for more items.

Start Menu Is a list on LHS of screen

1. Click top option to access your account settings, lock, sign-out.
2. Click **File Explorer** to access your **Documents** library & settings.
3. Show the most frequently used apps. Will change with use.
4. Click **Power** Button or right click **Start Button** for options to **Sleep, Shut-down or Restart**.
5. Click **All apps** to access a list of all the apps on this computer.
6. Back button returns you to the **Start Menu**.
7. A down-pointing arrow next to an app means there are additional items.

Pinning Apps

The apps that are most used can be pinned to the **Start Menu** or **Task Bar** (bottom of screen).

1. Click on **All-Apps** on **Start Menu**.
2. Right-click the app you want to pin & click **Pin to Start** (or **Pin to taskbar**).
3. The app is added to **Start Menu** or **Taskbar**.

Moving, Resizing Tiles

Easy to do – try to find out how!

Using Live Tiles

1. Right-click & select **Turn live tile on** button.
2. Right-click & select **Turn live tile off** button.

Naming Groups

1. Click on title bar.
2. Click on group name to highlight it.
3. Enter new name.
4. The new name will appear.

3. Getting Around

The Desktop is the area where shortcuts can be added so that apps, documents, folders & locations can be opened quickly.

At the bottom of the **Desktop** are the **Start Button** & the **Taskbar**.

Using the Taskbar

The **Taskbar** is located at the bottom of the Windows 10 screen.

The **Taskbar** consists of a number of items:

Start Button, Search box, Cortana, Pinned apps, Hidden apps, Task view, Notifications area, Battery condition, Wi-Fi indicator & Clock.

4. Settings

The Settings in Windows 10 provides 9 options to set-up the computer & how it operates. Accessed in different ways. Settings include:

System Settings includes Display, Apps, and Storage etc.

Device Settings includes Printers, Mouse etc.

Network & Internet Settings includes Wi-Fi, Ethernet etc.

Personalization Settings include Background, Colours, Themes etc.

Accounts Settings includes Your account, Sign-in options etc.

Time & Language Settings include Date & time, Region & language.

Ease of Access Settings includes Narrator, Magnifier etc.

Privacy Settings includes Account info, Location etc.

Update & Security Settings includes Windows Update, Backup, Recovery etc.

5. Windows 10 Apps

There are 3 types of apps in Windows 10:-

New Windows 10 apps - built into Windows 10.

Windows classic apps - old-style Windows apps.

Windows Store apps can be downloaded from Windows Store.

6. **File Explorer**

Used to work with files on your computer & use it to find all information on your computer & local network.

Renamed **Windows Explorer** from Windows 7.

7. **OneDrive**

Is Microsoft's online "cloud" storage & backup facility.

It can be used to manually or automatically back up your files & documents & store them safely away from your computer. They can be accessed by your devices or online.

Click on the OneDrive tile on the Start Menu & follow instructions.

8. **Microsoft Edge browser**

Microsoft replacement for Internet Explorer in Windows 10

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