

Microsoft Windows

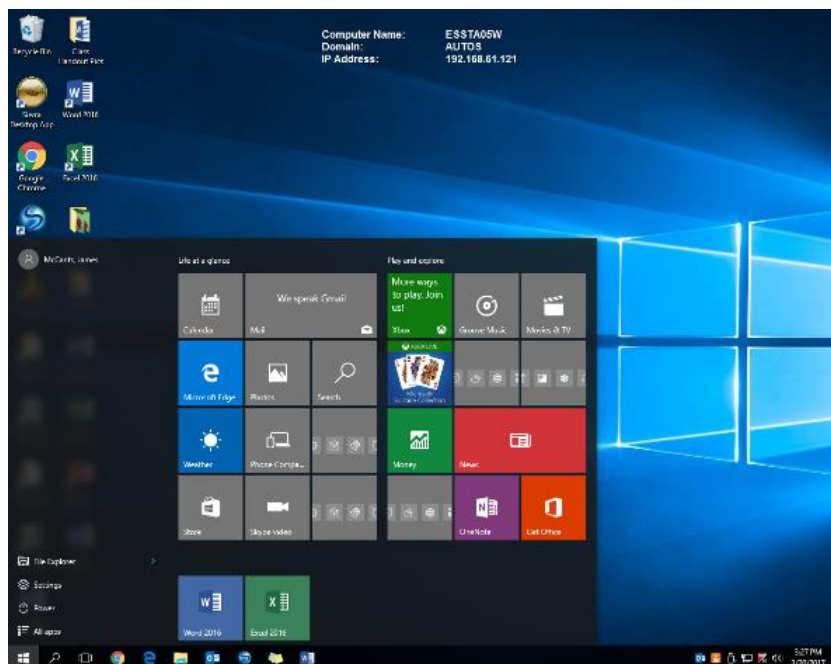
Microsoft makes the Windows operating system used in many computers. The operating system is a set of instructions that tells your computer how to run and how to manage the different programs that you install. There are several versions of Windows currently in use including Windows 7, and Windows 8, and Windows 10. The newest version of the Windows operating system is called Windows 10. When you install a newer version of your operating system, you “upgrade” to the more recent version.



The Start Screen

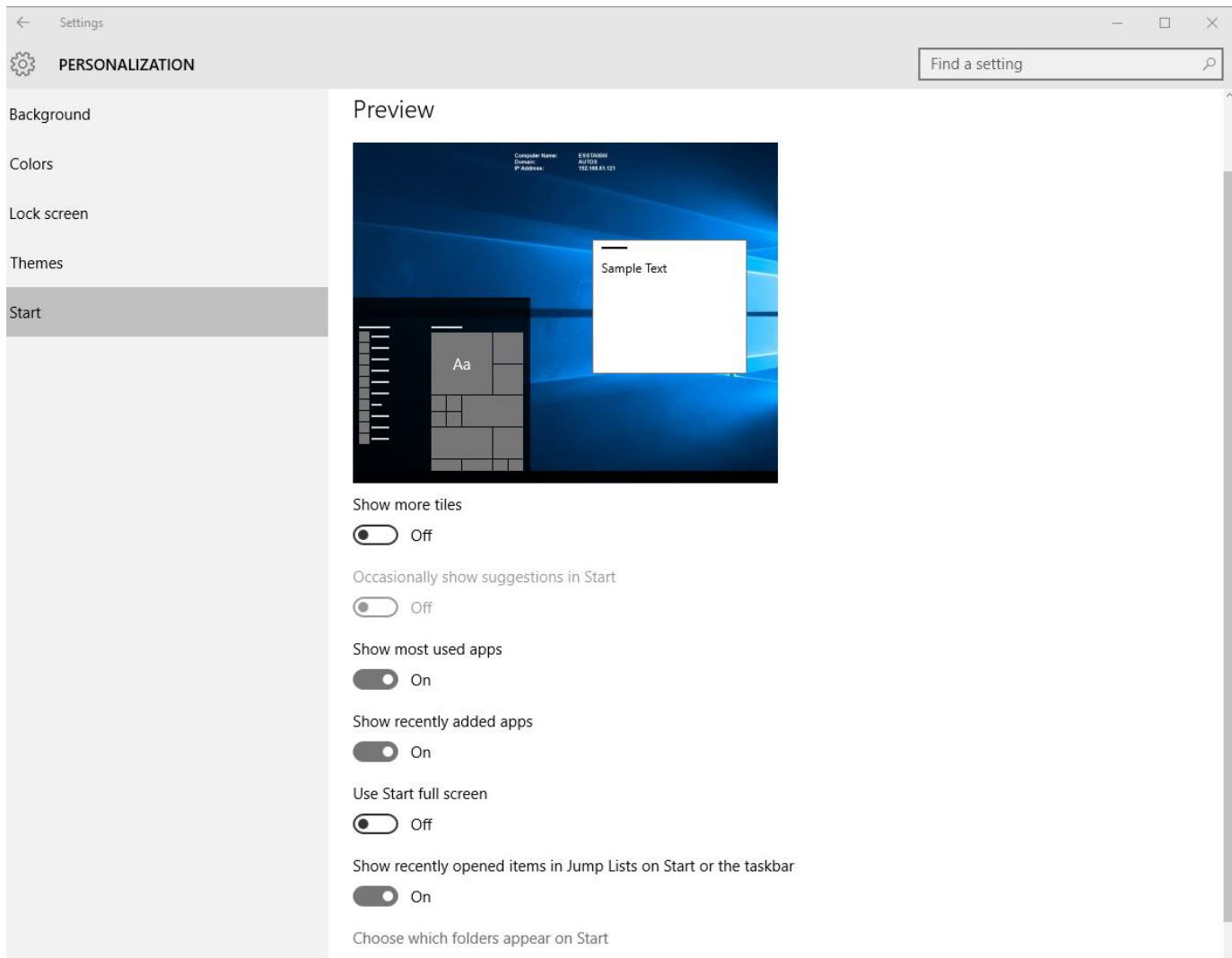
Logging in: *For touch-screen computers:* swipe from the bottom up to reveal the login screen.

For all other computers: click either the left or the right mouse button or a tap on your mouse pad to reveal the login screen. Once, you have logged in with your username on your Windows 10 Tablet or computer, you should see the familiar Desktop screen just like on Windows 7 version or earlier. Upon clicking the **Windows** icon at the bottom left, it will bring up the **Start Menu**. Notice you can get to the **Settings** commands along with some **Apps** in that start menu. You can scroll down to see all the apps in the start menu. You can also add more apps to this section in the personalization settings.

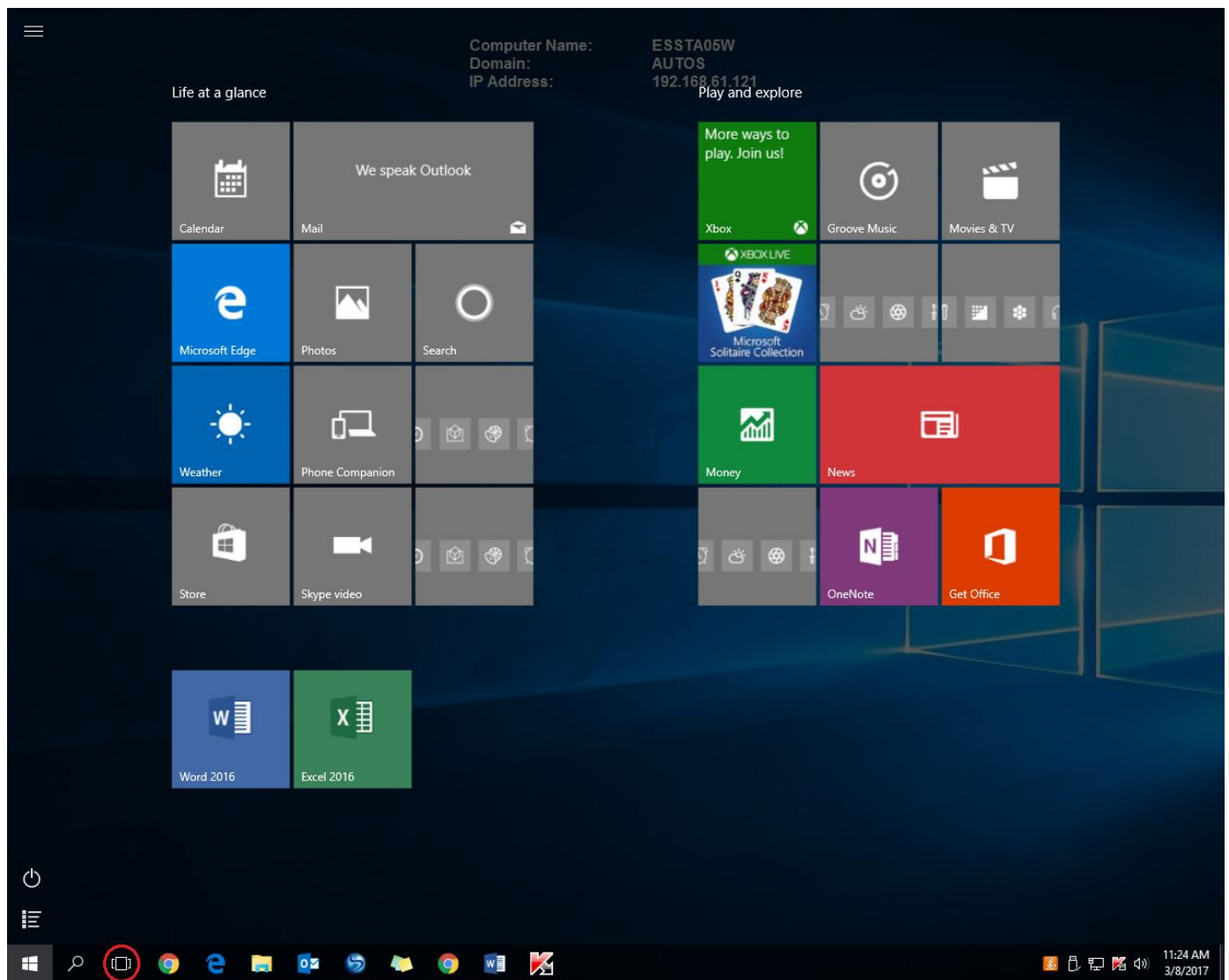


If you desire to see *all the apps* you have on your screen (just like in Windows 8 or 8.1), you can change your **Start Menu** by the following steps.

1. Right-click your mouse on your desktop.
2. Select **Personalize**.
3. Select **Start** on the left pane menu and turn on “Use Start full screen” command.



Your screen will now show you all of the apps downloaded on your computer as below. Notice the **Power** button and the **App Menu** button with three lines at the bottom left where you can easily find your apps in alphabetical order.



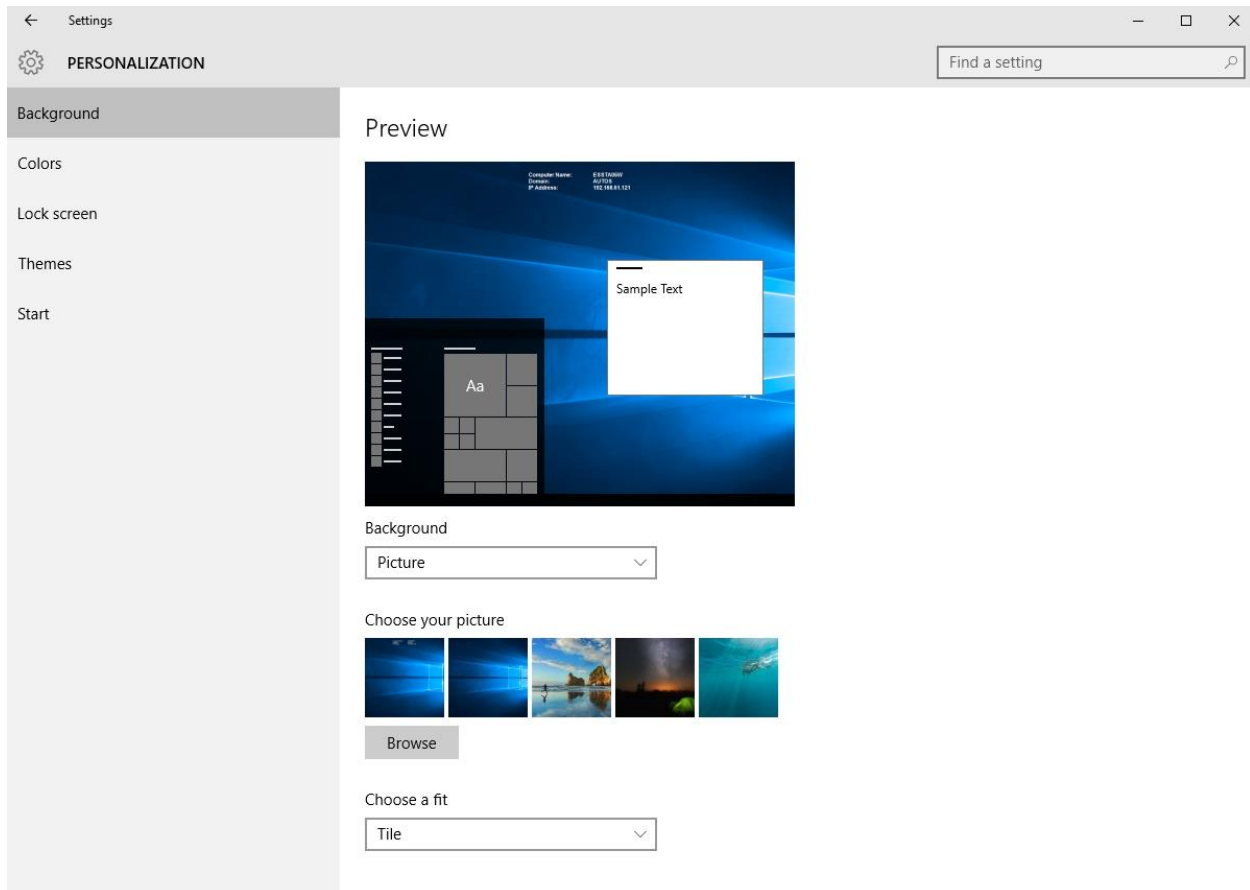
Task View: The task view command is a useful tool that windows 10 added to the taskbar. In task view, all of your open windows will appear, allowing you to click and choose any window that you want to work on.

Toggling the **windows** icon on the bottom left will switch between your desktop screen and the tile screen where you can see all of your apps.

Desktop:

Personalizing your Desktop:

Windows 10 makes it easy to customize the desktop by using the same personalization menu from earlier in this class. To access the menu again, **right-click** your mouse anywhere on your desktop, and select **personalize**.



Background: Allows you to customize the background image on your desktop.

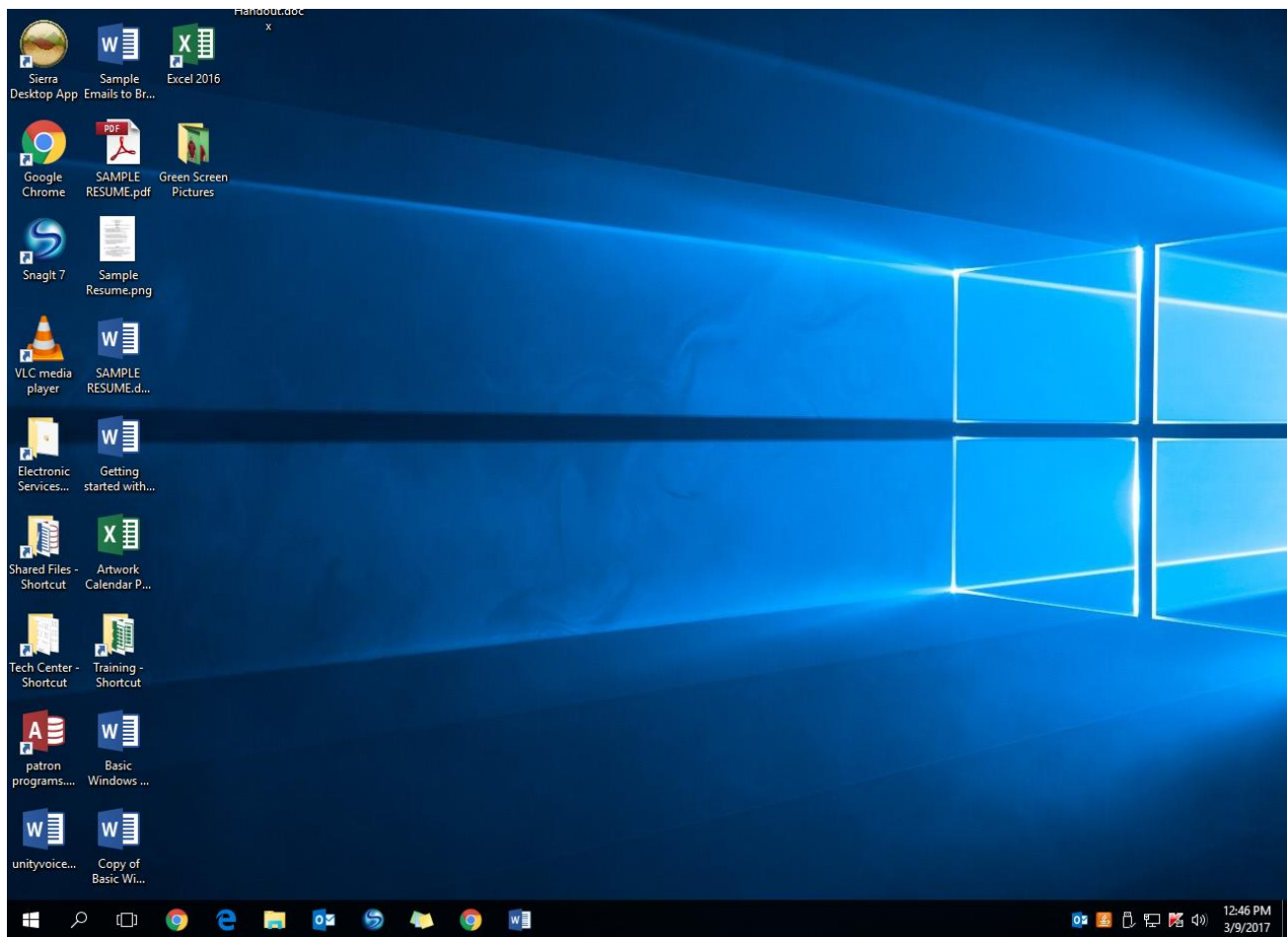
Colors: Allows you to change the color scheme of your computer

Lock Screen: Allows you to change the picture on your lock screen, as well as add apps to get a quick status, and also allows you to change the screensaver and screen timeout settings on your computer.

Themes: Allows you to change the background theme of your computer to other Windows built in themes. This menu also allows quick access to related settings such as Advanced sound, desktop icon, and mouse pointer settings.

Windows 10 will bring you to the Desktop by default. You can also get to it from the right-click Start menu, or by pressing the windows Logo + D on your keyboard. To quickly minimize all

open windows to view the desktop, click all the way in the bottom right corner next to your time and date. To reopen the windows that you were working in, click it again.



You can tap on the file folder icon on the taskbar to bring up the “Documents” folder on your computer.

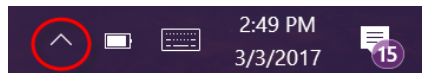
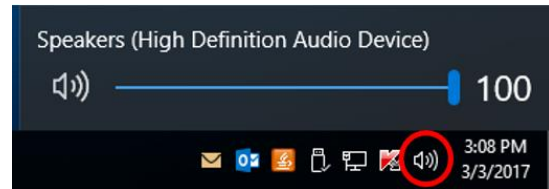
System Tray

The system tray of your desktop area has icons to indicate which programs are running in the background.




The more programs you have in this area, the longer it takes for your computer to boot up. Place your mouse cursor over top of the icons to see what they are. (**Don’t click. A small explanation box will pop up.**)



Volume Controls – The speaker icon will open the volume controls. Single click on the icon to make a quick volume change. Click and drag on the bar to raise or lower the overall volume, or click on the button to mute all sound.



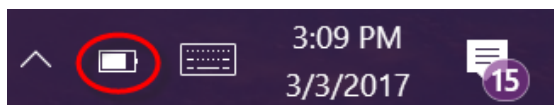
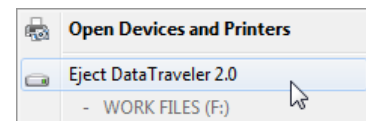
Hidden Icons – There may be other icons in your system tray that are not being displayed at all times. To see those other icons, click on the Up arrow to the left of the icons. The other icons will appear in a window above the Up arrow.

Antivirus Software - The Norton antivirus program can look like a yellow shield.   AVG looks like this:  If you have a different antivirus program you will have to look through the icons to see which one it is. To see options for using this program, either right click on the icon to see a menu or double click on the icon to open the program window. (Remember to keep your antivirus program up-to-date!)

External Hardware – Another icon you may run across in your system tray quite often is your external hardware icon. This icon only shown when you have a piece of external hardware plugged in. Examples include things like flash drives, digital cameras, external hard drives, etc. When it's time to remove the device, it is recommended that you tell the computer to stop the connection with the device. That way your hardware isn't damaged when you pull the device out.



To stop the device, left click one time on the external hardware icon. Choose which device you would like to remove, and left click on it one time. (Flash drives are commonly called USB Mass Storage Devices.) You will be informed when it's safe to remove the device from the system tray area.

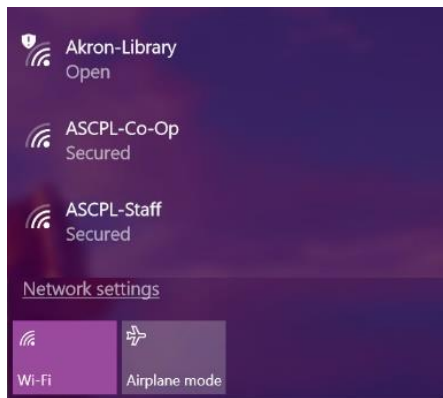


charging.

Power (Laptop only) – Place your mouse cursor on top of the symbol and it will tell you the percentage that the battery is charged, and if it is currently

Wireless (Laptop only) – Laptop computers are capable of connecting to a wireless network to gain access to the Internet.





To connect to a network, left click on the wireless icon and choose **Connect to a network**. In the window that appears, choose the network from the list that you desire to connect to and click on the **Connect** button that will appear in the lower right corner. If the network is Unsecured, anyone can connect to it. If the network is Security-enabled, then you will need a password to connect to it.

Start Menu

The start menu is one of the most important features in the Windows operating system. You'll use the start menu to open apps, access commonly used folders, and more. Windows 10 allows you to customize the start menu to suit your needs. In earlier versions of Windows, start menu was limited to a narrow column. In Windows 8, the Start menu was replaced with a full-screen menu, which many users found to be confusing and difficult to use. To fix that, the Start menu was added back to Windows 10, and it resembles a mixture of early versions and Windows 8.

Simply click or touch on an App or Tile to open it. If you want to close any open App or Tile, click on the 'x' button on top right just like closing a regular window.

Re-arranging and Resizing Tiles: To re-arrange tiles, click and drag a tile to the desired location within the start menu. To make a tile larger or smaller, right-click the tile, select **resize**, then choose the desired size. Your tile sizes can be small, medium, wide, and large, depending on the tile.

Pinning Tiles: If you want to add a tile to the Start menu, you can pin it. You can also unpin tiles you don't use very often. To pin an app, click the **Start Menu**, then click the **All Apps** icon. Find the app you want to pin, right click on it, and select **Pin to Start**. You can remove a pinned app by right clicking the app, and selecting **Unpin from Start**.

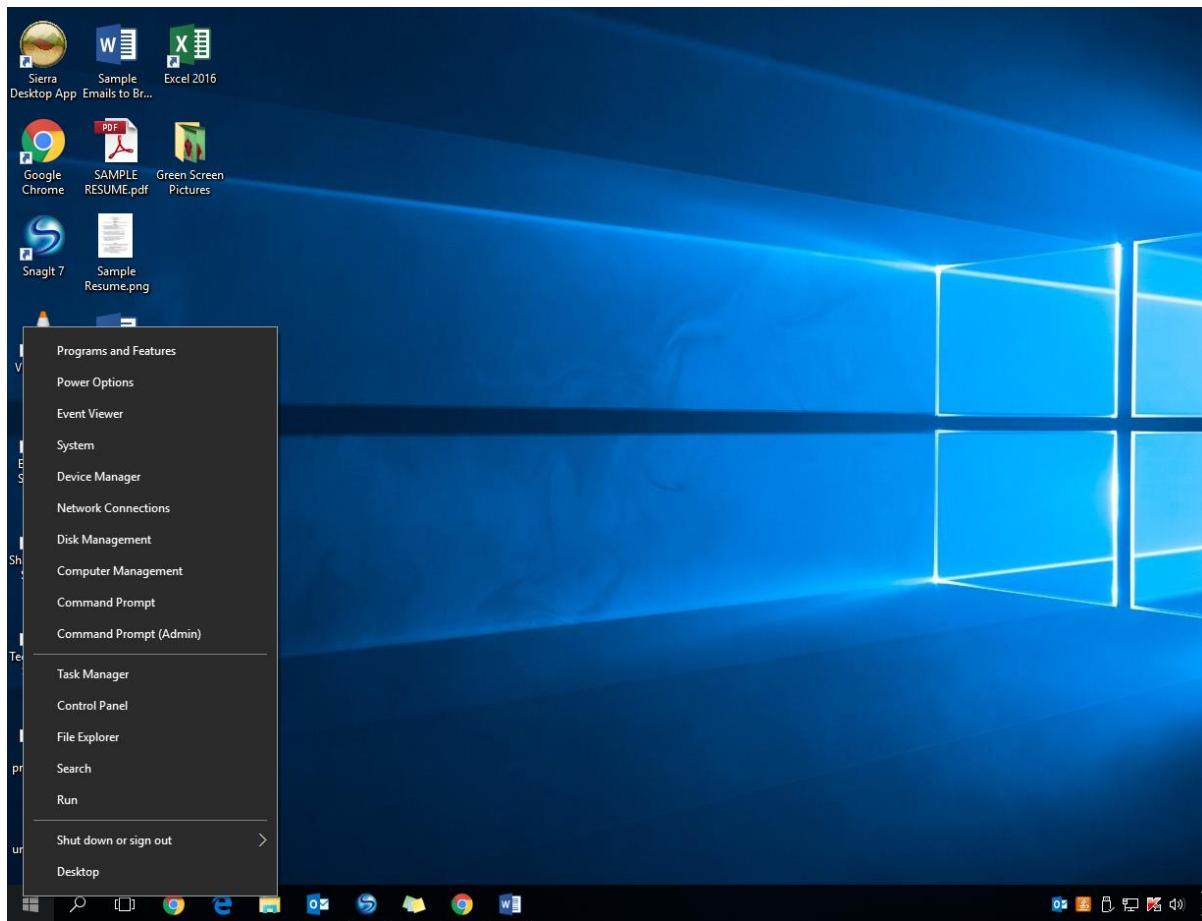
Turning off Live Tiles: Windows 10 now feature live tiles (Weather, Photos, News, etc.) which are sometimes animated. If you no longer want to see the animations, you can turn them off by right clicking the tile, and selecting **Turn live tile off**.

Store Tile: This App allows you to search and shop among free and paid Apps available for your Windows 10 computer/tablet.



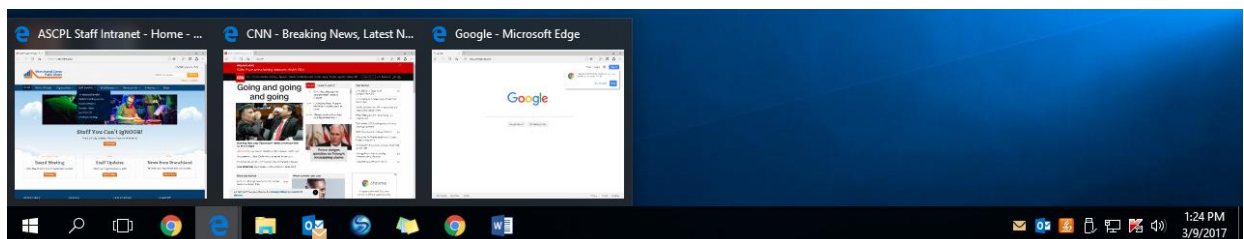
More Command Management Tools:

By right-clicking on **Windows** icon on the bottom left, it will give you other commands as shown in the next picture. Some useful commands include: **Control Panel**, **File Explorer**, and **Shut down or sign out**. Also, the **Programs and Features** command will let you uninstall or change a program you have on your computer (beware not to uninstall a program that may be a critical need for your computer); **Power Options** command lets you set up how to select the best option to save energy; and **Task Manager** command (normally activated by the Control+Alt+Delete buttons) will let you end any program that is not responding.



Managing Multiple Windows

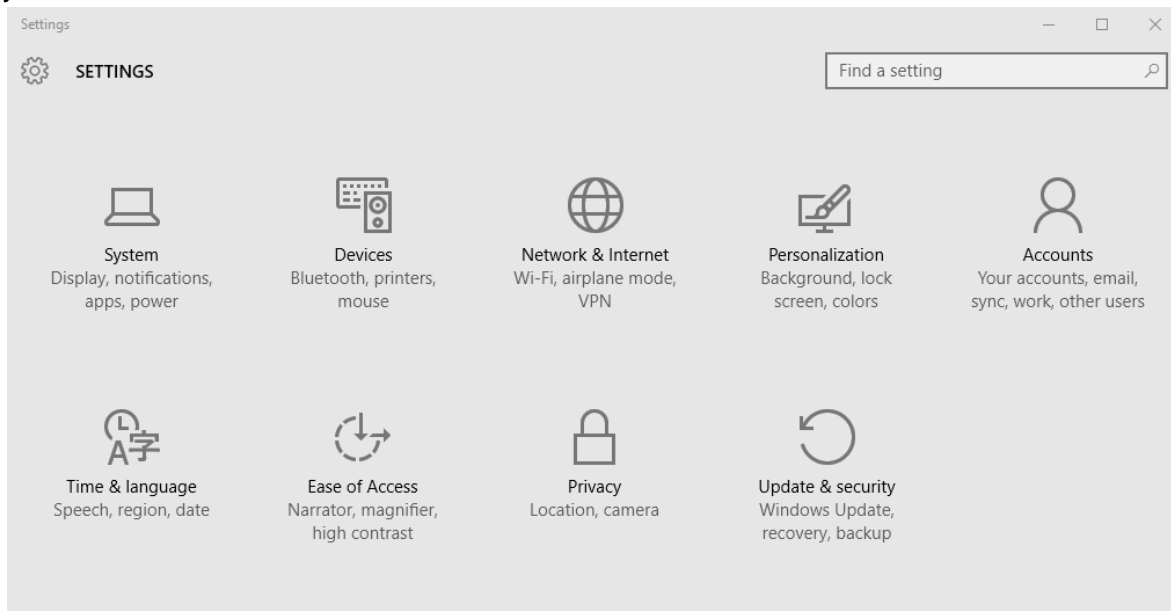
Your taskbar area shows which windows are open. If you open a lot of windows from the same program, they will start to stack up, which is the same as Windows 7 and 8.



Normally, if your items aren't grouped together, you would be able to select one item from the task bar to navigate to that window. When they are all stacked, you have to click on the group and go from there. **To close:** Instead of opening each window separately and clicking on the "X" in the upper right corner, you can close them all at once by right clicking on the icon in the task bar and choosing close all windows.

Settings:

Open Settings command by pressing the Windows icon + I (the letter I NOT L) on your keyboard. See below.



System command will let you change your display; how you want to turn on/off notifications on your computer; how to change power setting on your computer to save energy; how much storage you have on your computer, etc.

Devices will allow you to setup any Bluetooth compatible devices, as well as printers and scanners.

Network and Internet will let you see what other networks open for you to join. This is also the section to do any troubleshooting of your internet connection.

Personalization will let you change background, themes, and how start menu works and its color on your desktop.

Accounts will let you change your sign-in options (add or you change your picture when you sign in), change the password in your sign-in option, and add other user accounts to your PC.

Time and Language will let you change the date and time settings on your computer, change the region and display language, and speech options. (**Note:** You can also access these

settings by right clicking your mouse on the date and time in the bottom right corner of your screen)

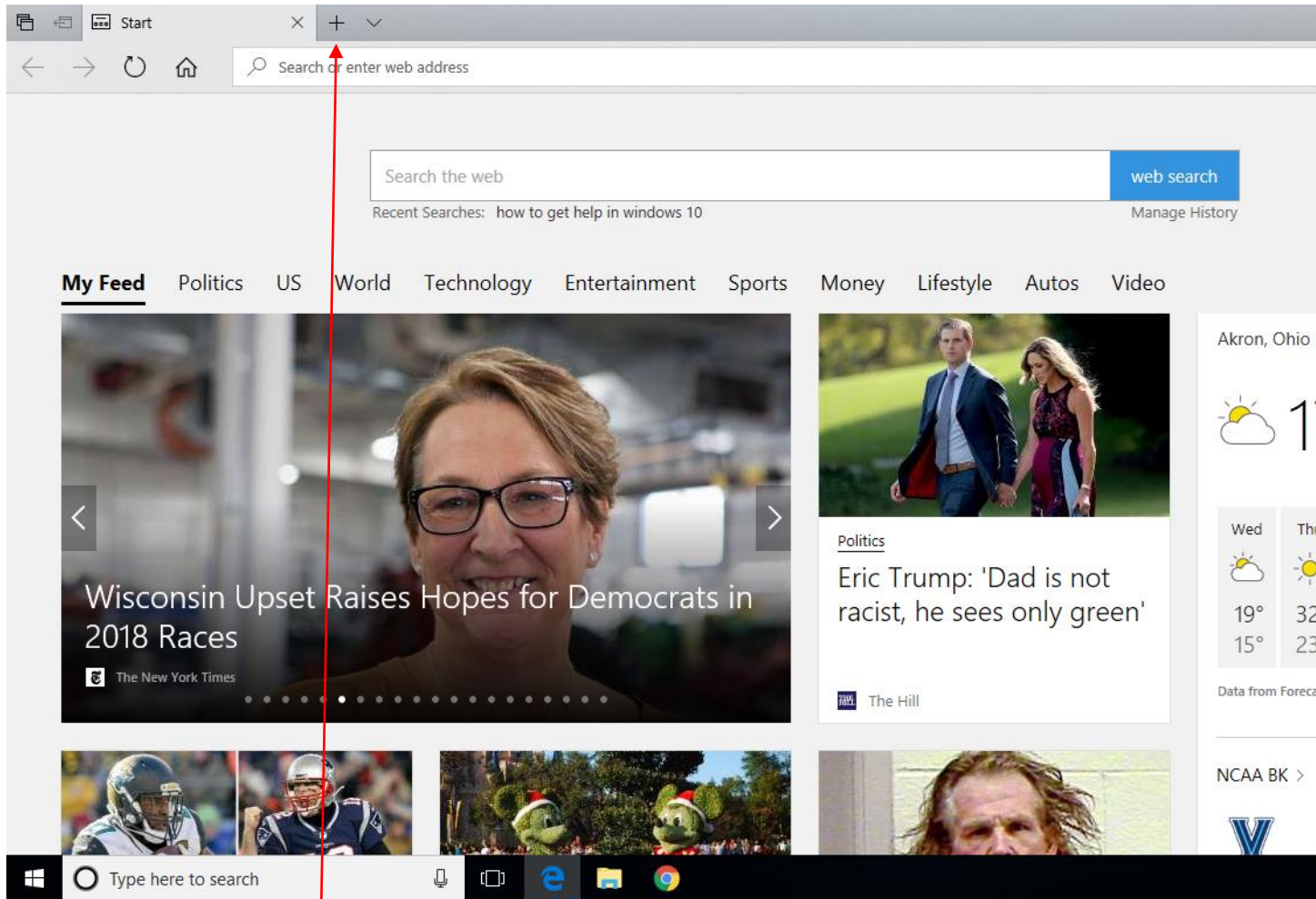
Ease of Access allows you to use narration, magnifier, change screen contrast settings, set up closed captions, and change keyboard and mouse settings.

Privacy allows you to change privacy settings on many of your apps. In this section, you can set which apps are able to access information from other apps on your computer.

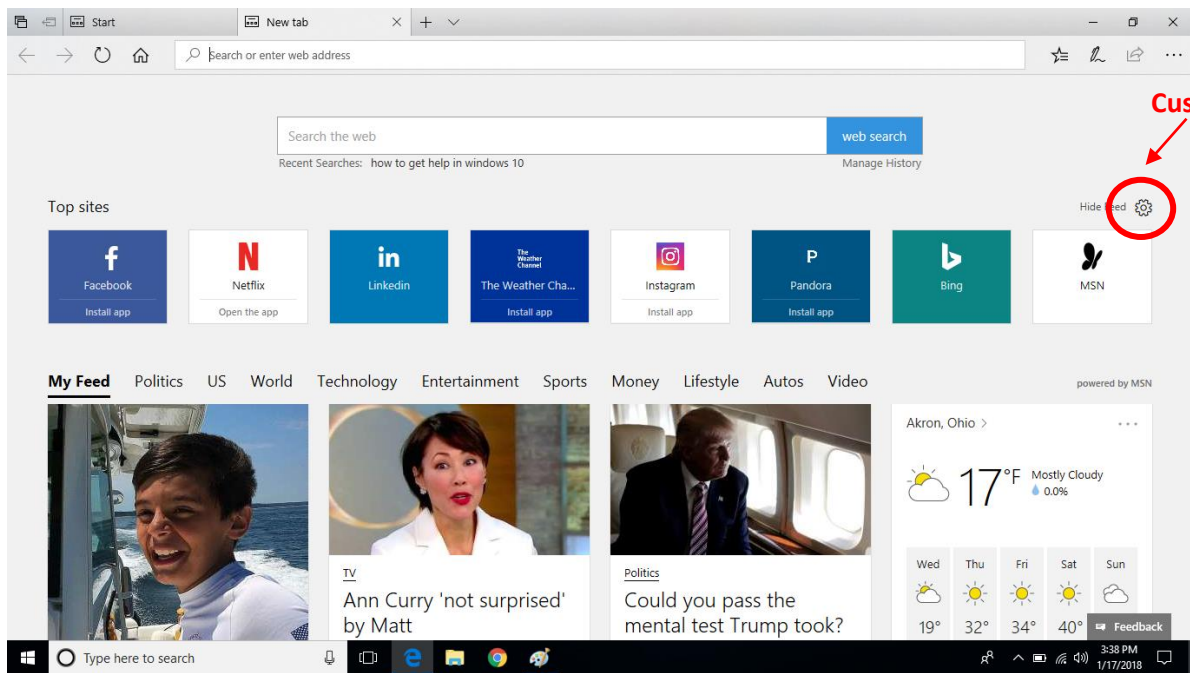
Update and Security will let you manually check for the system updates, if any; and to reset the PC to go back to previous version if you had upgraded to windows 10. It is very important to keep your computer up to date with the latest software improvements and fixes.

Microsoft Edge Browser

Microsoft's new web browser, Edge, was released with windows 10 and it's the default browser. You can choose between light gray and dark (nearly black) theme. Squared tabs are on the top. Arrows to navigate back and forward and refresh buttons are visible on the top left. The address bar does not display but you can use the search/address box in the middle of the start/new tab page. You can simply navigate to the address without having to go to the address bar on the window border. If you're already on a website, simply tap into the address bar, which takes on the same color as the rest of the toolbar until you tap or click on it, when it turns white like a traditional address box used in previous browsers.

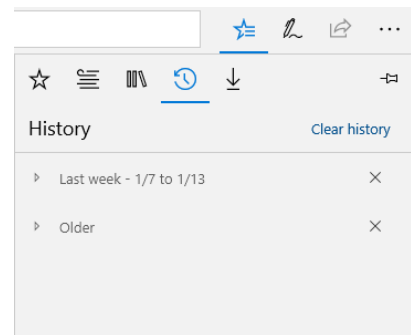


When you tap the **plus sign**, a new Start page will appear and will be filled in with a row of tiles for your most-visited sites, and larger tiles below that for a newsfeed of the day's big events, the weather, your reading list items, and your sports team scores. Intermingled with these are tiles for suggested app downloads on the top. You may click on the “customize” command on top right of these apps and select to start tabs with a blank page or with top sites alone or top sites and news feed. The tabs show a speaker icon when a background tab is playing audio.

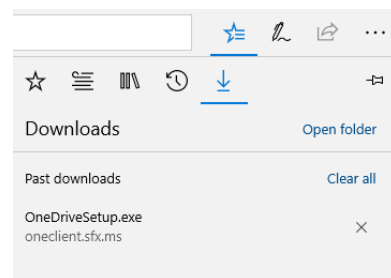


Customize

The History command shows where you can select how far back you want to see your browsing history – view visited sites from the last hour, today, yesterday, last week, or older. You can also revisit the old page by start typing part of a page title, it drops down in the address bar's list of visited sites.




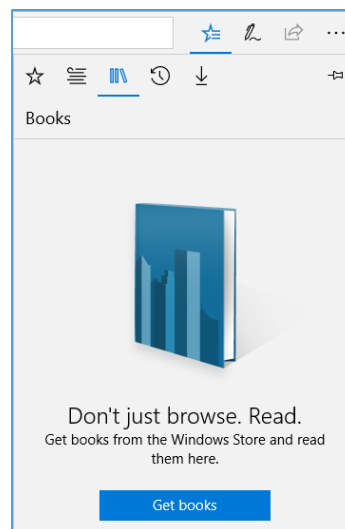
The last command is for Downloads. Here, you can open the downloads folder and see all the downloads.




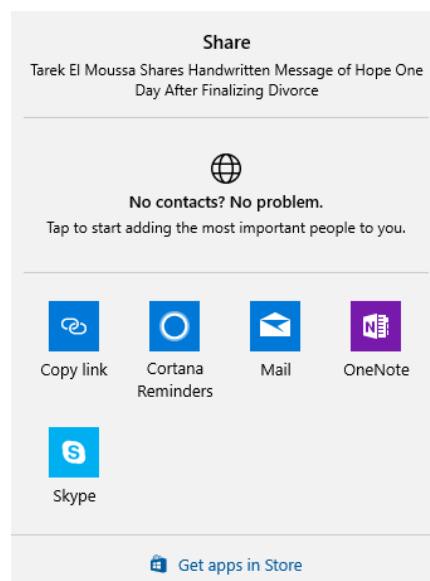
At the right side of the browser's top border are the rest of the controls: a book icon for Reading Mode (if available for the site you are on) allows you to strip out



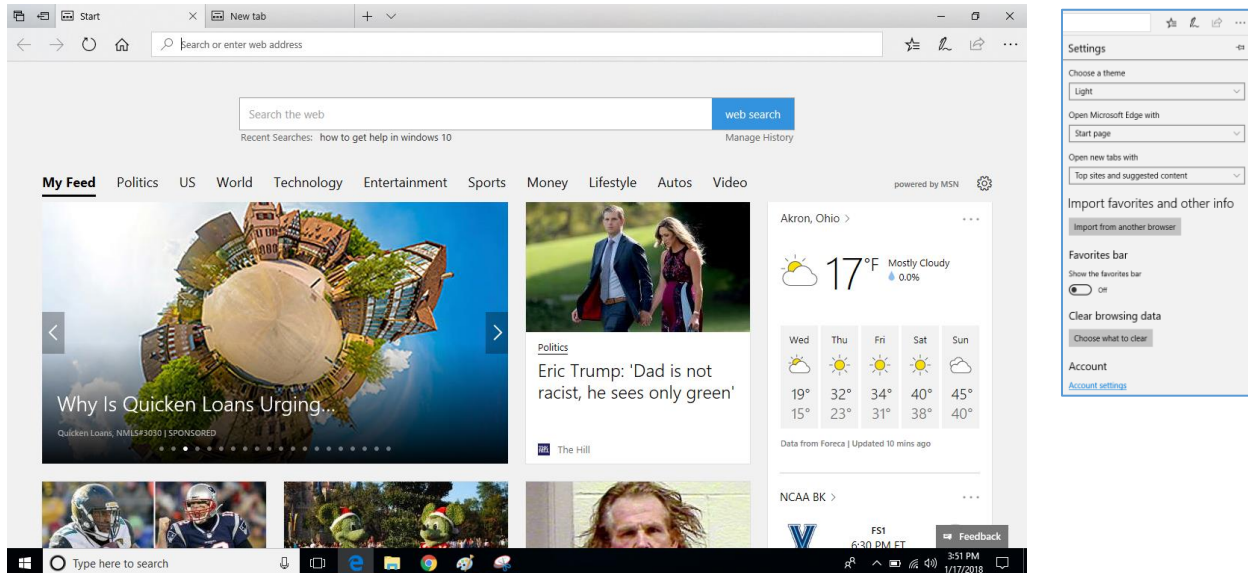
all the extra junk on a webpage aside from the main text and images —ads, sidebars, and so on—so you can read undistracted; a star for adding Favorites (You can turn on Favorites bar in Settings). Reading List items – the icon resembling a shooting star opens the hub, which includes Favorites, Reading List, Books, History, and Downloads. There is also the Web Note icon  to annotate the webpage you are on. By clicking on this button, it will put the browser into a special mode where you can add annotations on top of the page. These annotations can be made with your finger or, if you have one, a stylus (like Surface Pen) or with your mouse. Web Notes are saved locally, but can be synced between devices, and you can share them with others too, even people who aren't using Edge.



The Share icon  will let you share the webpage you are on. Under the word “Share” is the name of the webpage you are currently viewing. At the bottom of the box that pops out, you will have the share options. You will always have the option to copy the link to the webpage, as well as the option to set Cortana Reminders. If you wish to add more share options, such as Facebook or Twitter, click the “Get apps in Store” option to download the corresponding app from the Windows Store. After installation, the app will automatically be added to your sharing options.



The Overflow icon on top right (with 3 dots):

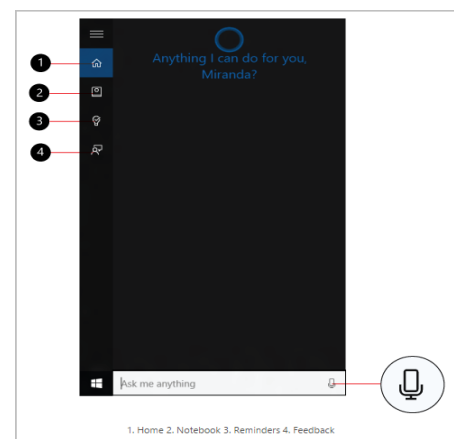


To change Settings on your Edge, click on the Overflow button (3 dots button on the top right) and click on Settings at the bottom on the menu. Here you can select between Light or Dark theme. You can choose how to start a new page or select how to open new tabs. You can also turn on Favorites bar under Favorite Settings; clear browsing data; change reading style and the font size.

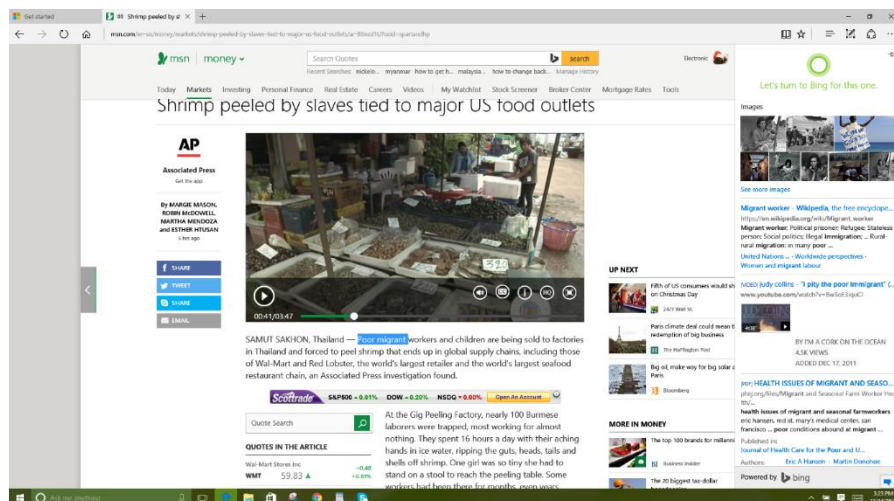
Home button is also optional on the main toolbar (To see the Home button, go under Settings; scroll down to View Advanced Settings and turn on the “show the home button” command). In advanced settings, you can choose whether to allow saving passwords; blocking pop-ups, etc.

Cortana: Cortana is the clever personal assistant for Windows 10.

Cortana will help you find things on your PC, manage your calendar, track packages, find files, chat with you, and tell jokes. To get started, type a question in the search box on the taskbar. Or select the microphone icon and talk to Cortana. (Typing works for all types of PCs, but you need a mic to talk.) The more you use Cortana, the more personalized your experience will be. Some examples shown on Microsoft website include: *Show me the latest NBA scores; How many calories in a boiled egg? Put swimming on my calendar for tomorrow; Change my 3 PM event to 4; What's happening this weekend?* etc.



Cortana Integration: Microsoft integrates Cortana into its latest browser, Edge. Most browsers let you look up selected text with a right-click menu option, but Edge puts a twist on this, with Cortana integration. When you right-click on selected text, you see an Ask Cortana option. Instead of opening a new search



page, this opens a sidebar with a definition, photos, or relevant Web results, often from Wikipedia. The Cortana integration takes another form as well. Sometimes she suggests a modern Windows app if there's one for the site you're viewing. She can also offer directions and a menu if you land on a restaurant website, or a coupon if you're on a shopping site.

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Useful keyboard shortcuts:

Navigate quickly and efficiently using Windows keyboard shortcuts.

Logo =  on your keyboard.

Mouse and Keyboard
1. Press the Logo key to return to the Start screen where you can see all Apps if you turned on to see Apps in Personalization or toggle off between Start and the last opened screen.
2. Press Logo+C will activate the microphone where you can say anything into your computer from finding a folder on your computer to any information on the web.
3. Press Logo+D to get to the Desktop.
4. Press Logo+E to open File Explorer to the "My Computer" view which shows all your drives.
5. Press Logo+I (letter I NOT L) displays Settings windows to change your Display or to do Windows Update, for example.
6. Press Logo+Q will activate up-to-date information in your start menu while still allowing you to ask anything into your microphone.