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Microsoft®

Windows 10

&

Microsoft Edge

Community Matters

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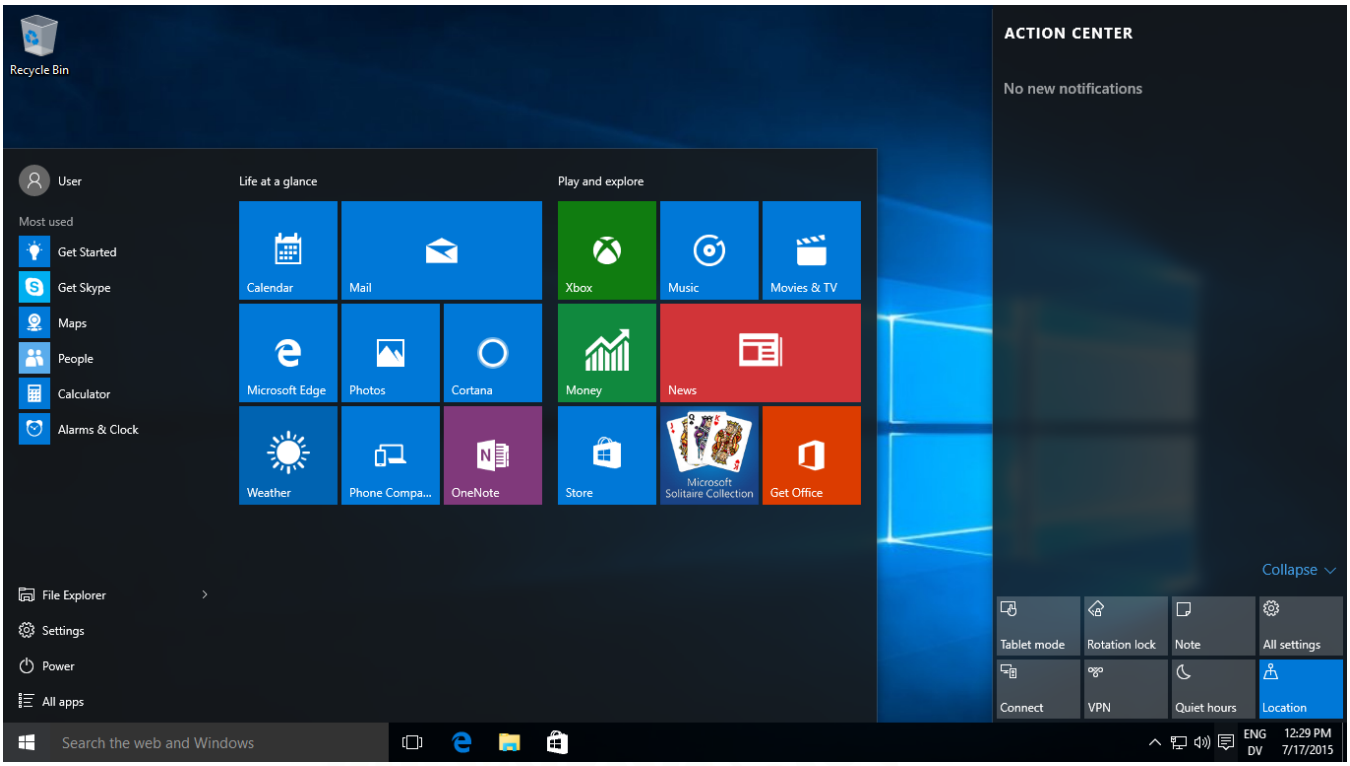
Windows 10: What's New?



Windows 10 is one of Microsoft's biggest updates ever to Windows. It's not a secret that Windows 8 was a failure in the market, so Microsoft had to get things right with Windows 10. Judging from the positive reviews and high adoption rate, Microsoft did get it right and Windows 10 is a success.

No matter if you're moving from Windows 7 or 8, a lot has changed. This course covers the biggest changes, including:

- How to use the new Start menu.
- Understand notifications and the Action center.
- How to use Window's digital assistant, Cortana.
- Microsoft Edge, Windows new web browser.
- How to use multiple desktops.
- How to use Windows 10 on a tablet.
- Understanding Windows 10 settings.

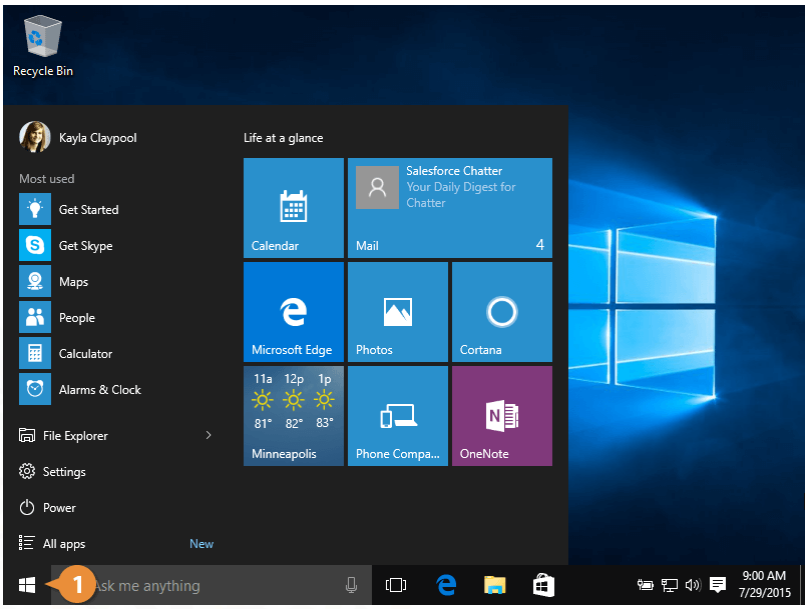
The Start Menu

Open the Start Menu

Although Windows 8 replaced the old Start menu with the Start screen, the Start menu is back and better than before in Windows 10.

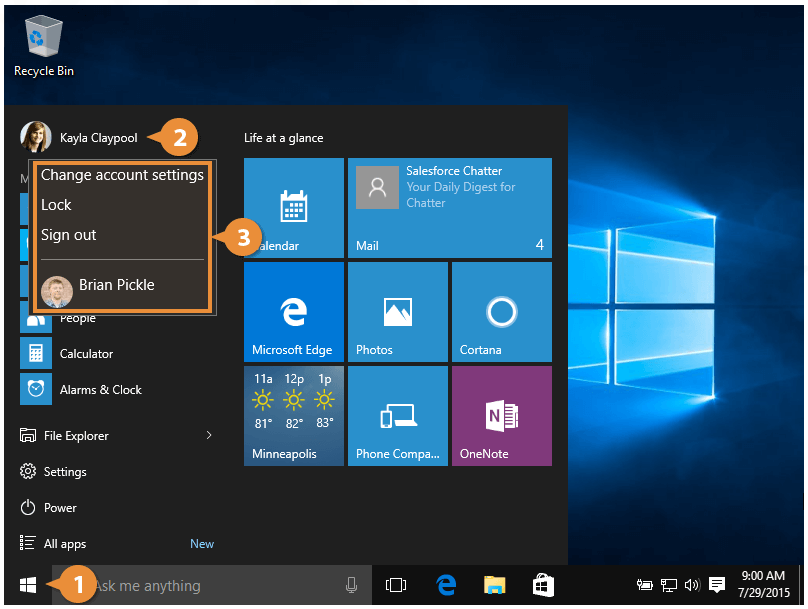
1. Click the **Start button**.

   Some apps can be displayed as Live Tiles, which can show information from that app. For example, Mail messages will be summarized in the Mail app's tile, while the Weather app's tile will show your weather forecast.



View Account Commands

Up in the upper left is your picture and username. Click it to view commands related to your Microsoft account:



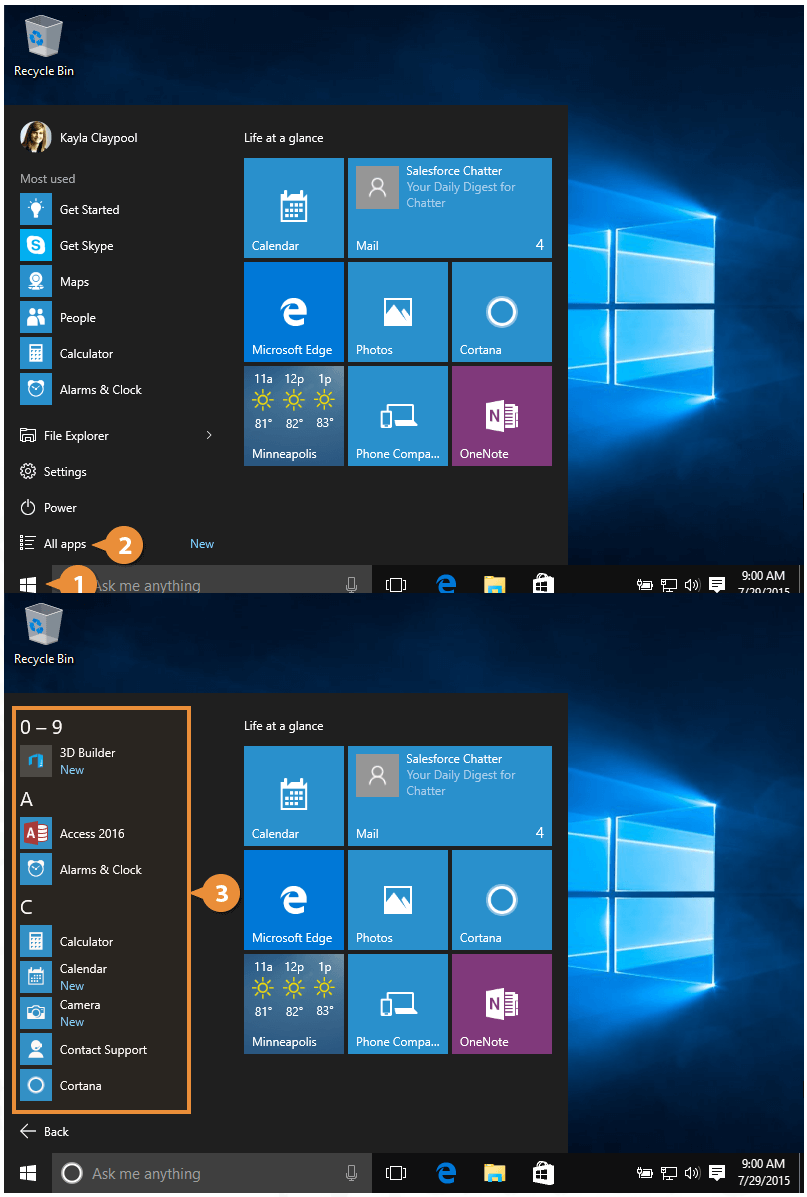
1. Click the **Start button**.
2. Click your **user name**.
3. Select the desired command:
   - **Change account settings:** Lets you make changes to your Microsoft account, including your picture, password, and other options.
   - **Lock:** Locks your computer, requiring a password to use it again.
   - **Sign out:** Signs your account out of Windows, so another user can login.

View and Start Apps

Here's how to view and start an app:

1. Click the **Start button**.
2. Select **All apps**.

   Every app on your computer is listed here. Just scroll through them until you find what you're looking for.
3. Find and select the app you want to run.



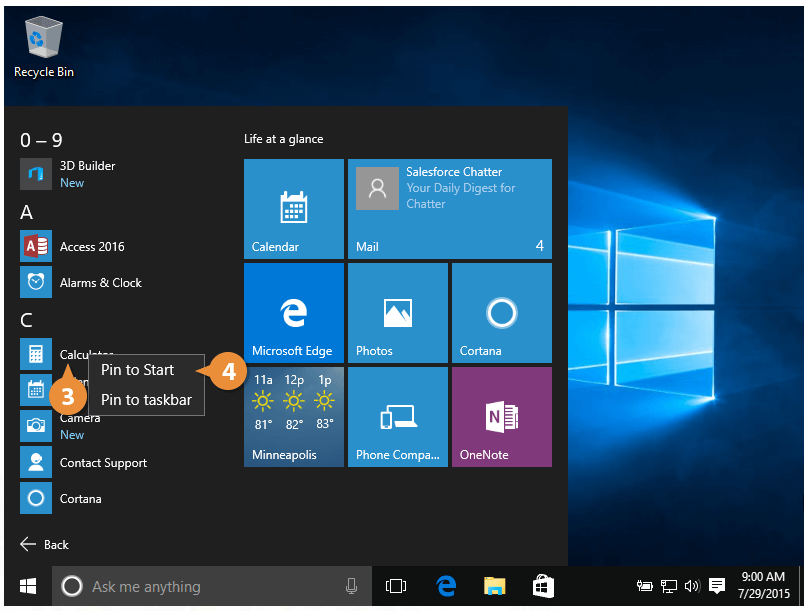
Pin Apps to the Start Menu

You can add or “pin” frequently used apps to the start menu for quick access.

1. Click the **Start button**.
2. Select **All apps**.

   Every app on your computer is listed here. Just scroll through them until you find what you're looking for.
3. Find and right-click the app you want to pin.
4. Select **Pin to Start**.

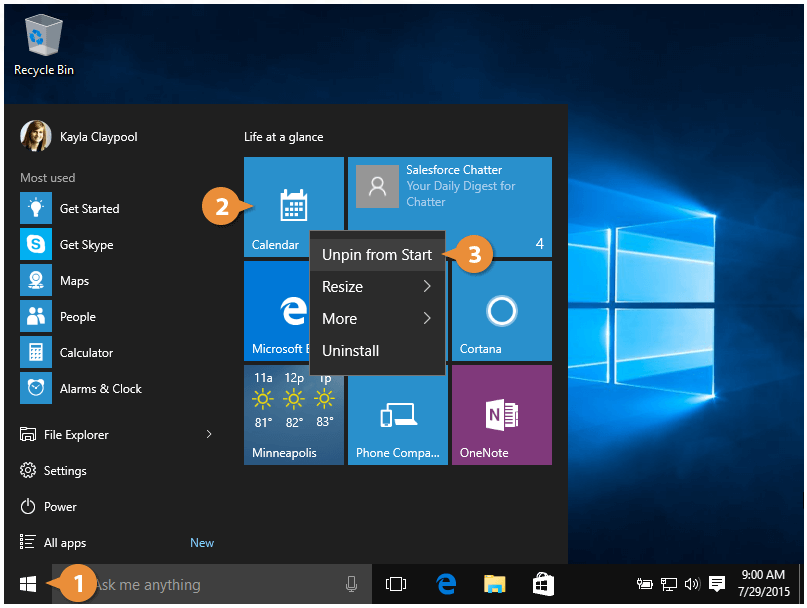
   The app is pinned to the start menu.



Remove a Pinned App

1. Click the **Start button**.
2. Right-click the app tile you want to remove.
3. Select **Unpin from Start**.

   Note: Unpinning an app only removes it from the Start menu; it doesn’t uninstall it.

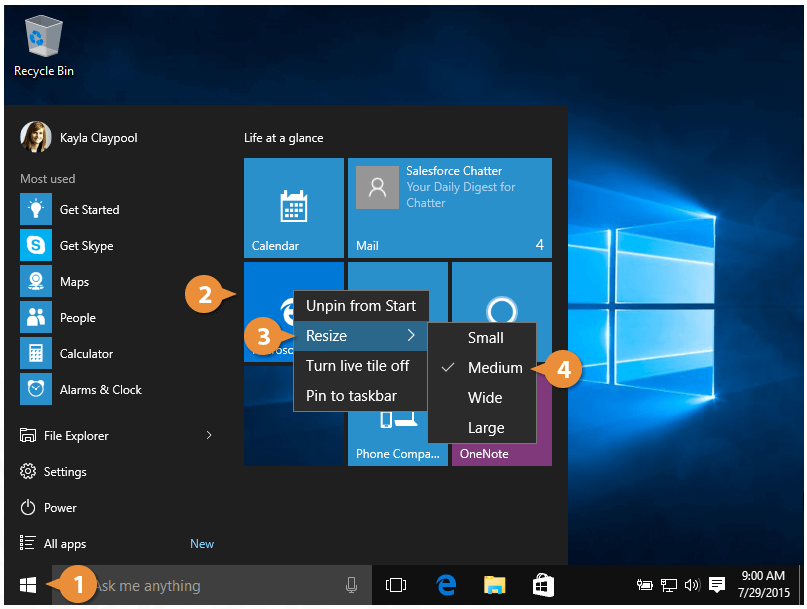


Resize an App Tile

If there's a live tile we like, but want to see a bit more information—like with the Weather app—we can make a tile bigger.

1. Click the **Start button**.
2. Right-click the app tile.
3. Select **Resize**.
4. Select a size.

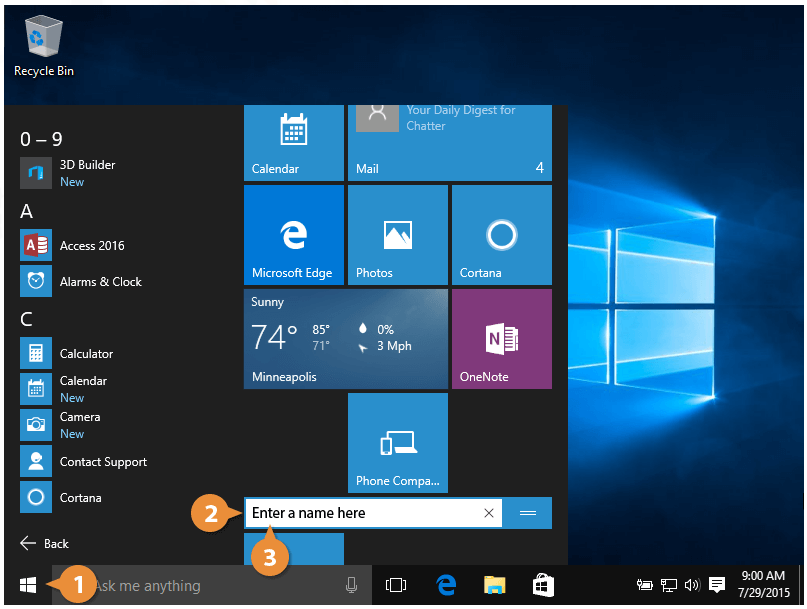
   The tile is resized.



Rename a Tile Group

You'll notice a gap between tile groups, where you can add a group title. If you want to change or add one, you can just click the space...

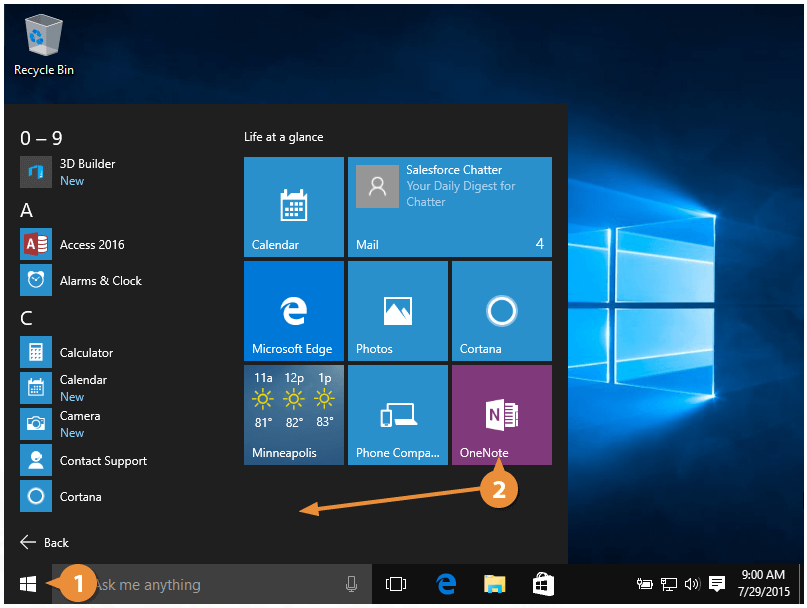
1. Click the **Start button**.
2. Click in an empty name area on the Start menu.
3. Enter a new group name and press **Enter**.



Move an App Tile

Finally, if you don't like how the tiles are arranged, you can move them around.

1. Click the **Start button**.
2. Click and drag the desired tile to a new location on the Start menu.



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Notifications Pane and Action Center

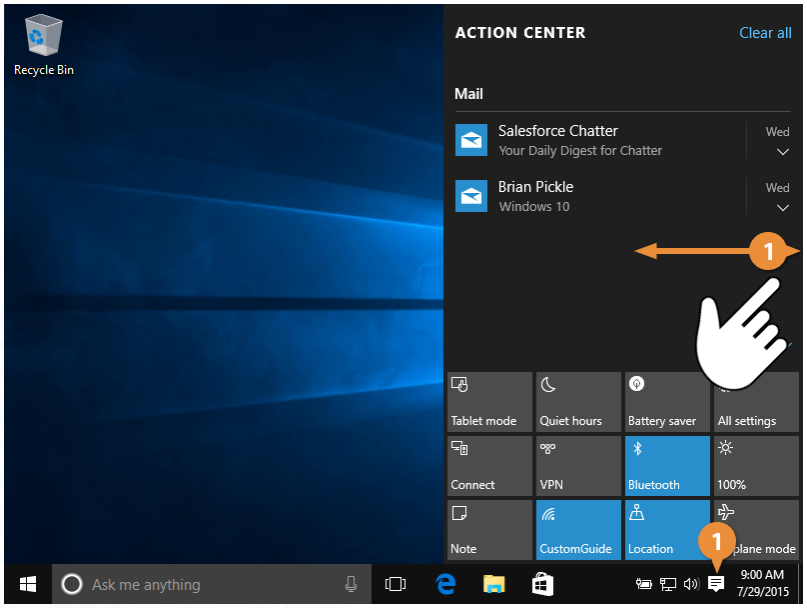
The Action Center is a united place for all system notifications, such as incoming emails, and quick access to various system settings.

Open the Action Center

1. Click the **Action Center button** on the taskbar.

   Note: If you're on a touchscreen you can also open the Action Center by sliding your finger in from the right side of the screen.

2. Click anywhere outside the Action Center to close it.

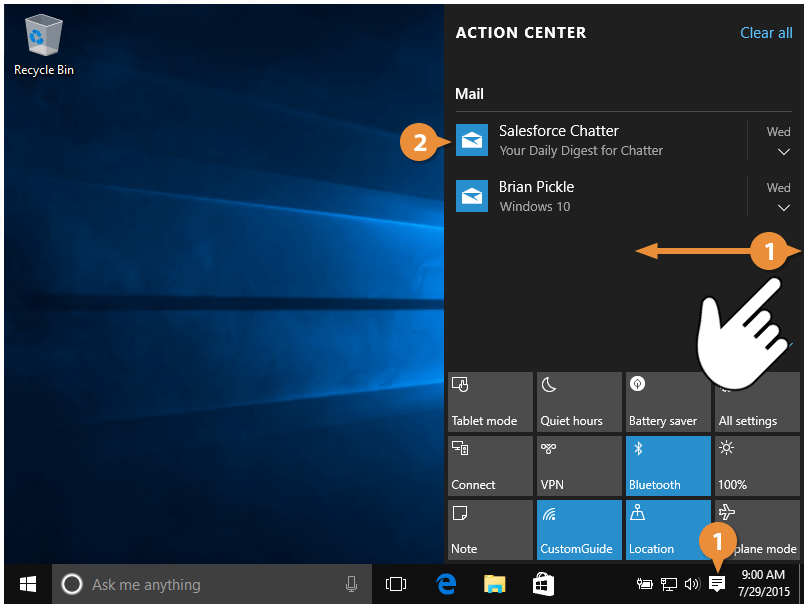


View and Open a Notification

Here's how to view and open a notification:

1. Click the **Action Center button** on the taskbar.
2. Click any notification to open it.

   The app that triggered the notification opens.

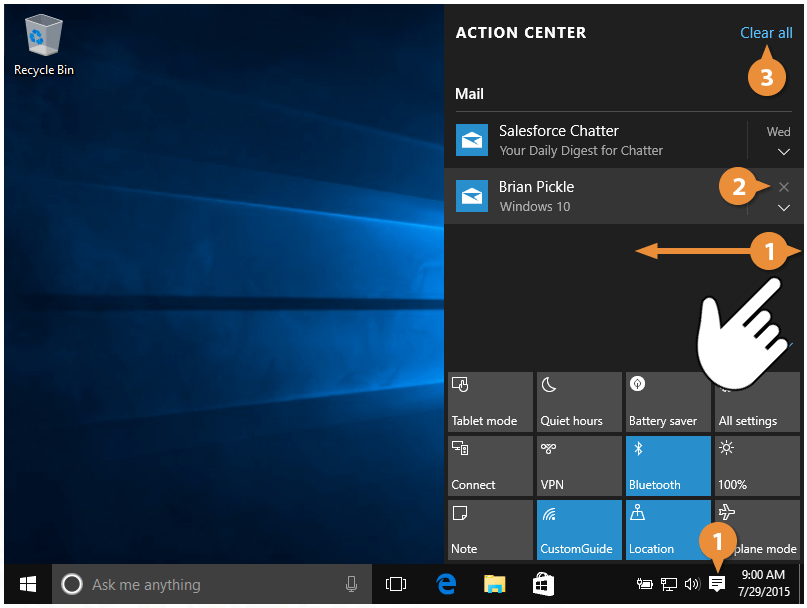


Dismiss a Notification

You can also dismiss notifications without opening them.

1. Click the **Action Center button** on the taskbar.
2. Click a notification's **Close button** in the upper right.
3. You can also click the **Clear All button** to clear all of your notifications at once.

   There! All gone!



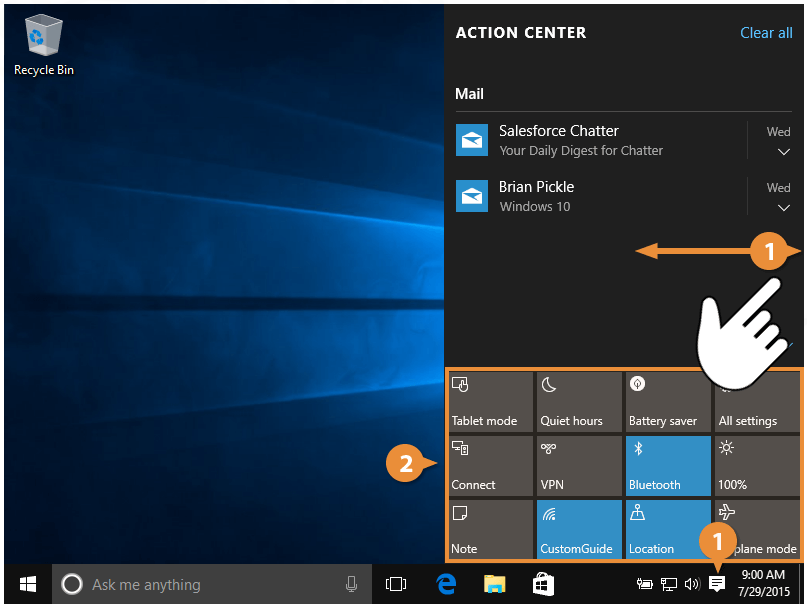
Use Actions

At the bottom of the Action Center is a grid full of buttons. These quick toggles let you do a lot with just a few clicks. Some icons will open a Settings screen; others will simply toggle a function on or off.

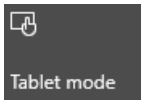
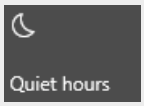
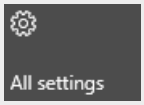
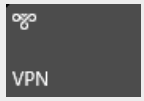
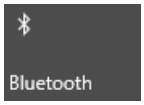
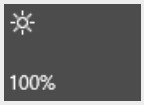
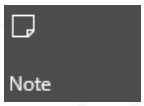
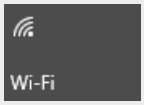
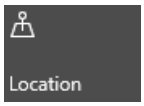
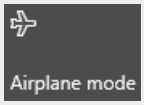
Here's how to use an action:

1. Click the **Action Center button** on the taskbar.

   If necessary, click **Expand** to view all available actions.
2. Click the action you want to use.



This table lists common actions that appear in the Action Center. Your Action Center may contain different buttons, based on your computer's configuration.

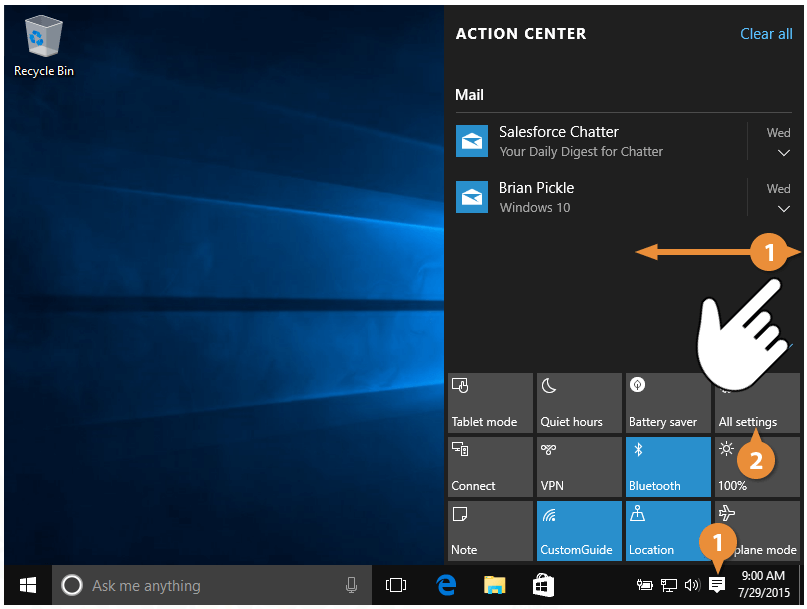
Action Item	Description
	**Tablet Mode** Toggles between tablet and desktop mode.
	**Quiet Hours** Temporarily disable notifications.
	Battery Saver Turns on battery-saving features, at the cost of performance.
	**All Settings** Opens the All Settings screen.
	Connect Connect to a Bluetooth device.
	**VPN** Connect to a Virtual Private Network.
	**Bluetooth** Manage Bluetooth devices.
	**Brightness** Adjust your screen brightness.
	**Note** Create a note in Microsoft OneNote.
	**WiFi** Toggles WiFi.
	**Location** Toggles location services on and off.
	**Airplane Mode** Turns off WiFi and Bluetooth.

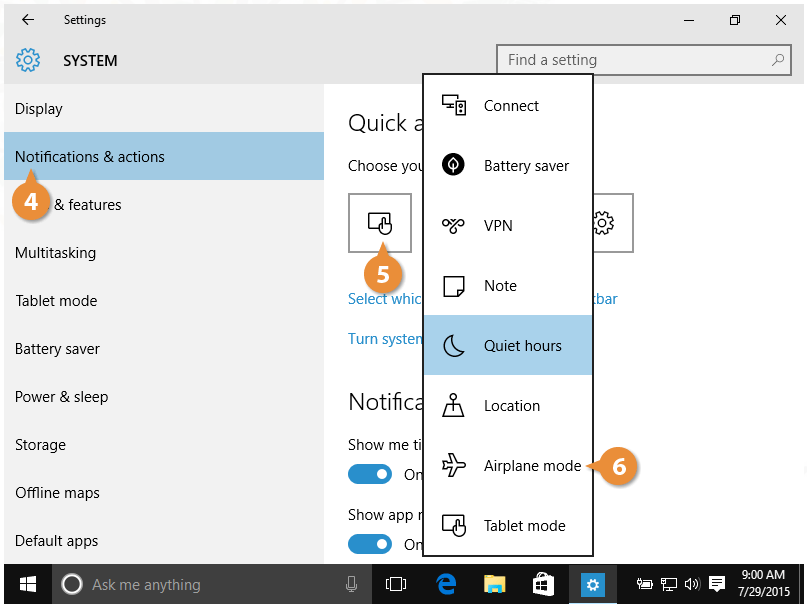
Customize Quick Actions

You can also customize the layout of your actions:

1. Click the **Action Center button** on the taskbar.
2. Click **All settings**.
3. Click **System**.
4. Click **Notifications & actions**.

   The four actions up top under the Quick Actions header are the four that will appear on the first row, and remain when the actions are collapsed.
5. Click a **Quick Action slot**.
6. Select the action you want to appear in this slot.



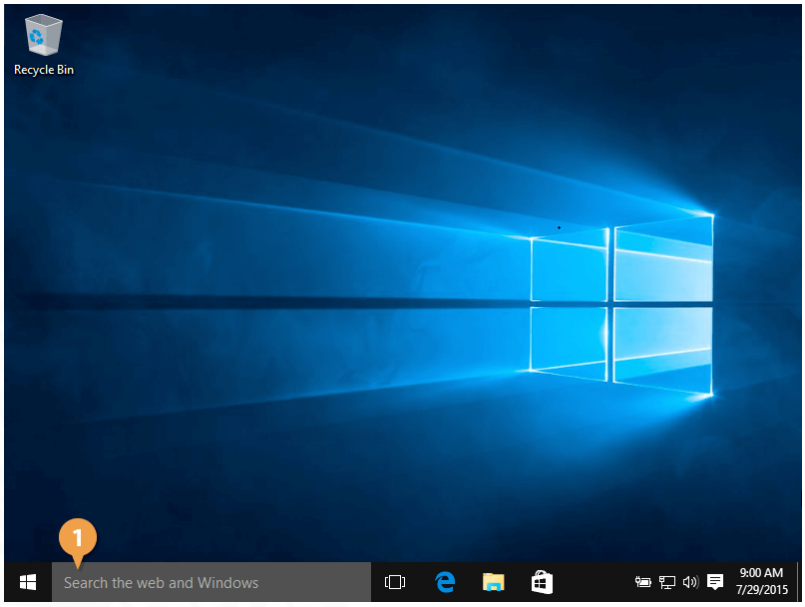


Cortana

Set Up Cortana

Cortana is the new digital assistant in Windows 10, and integrates search on both your computer and the internet with the ability to quickly ask questions and issue commands.

The search field on the taskbar is where you get started.



1. Click in the **Search field**.

   The first time you click in the search field, you'll be asked whether you want to use Cortana's help. You can decline, if you just want to use the search field for searching, or accept to let her have a bit more power.

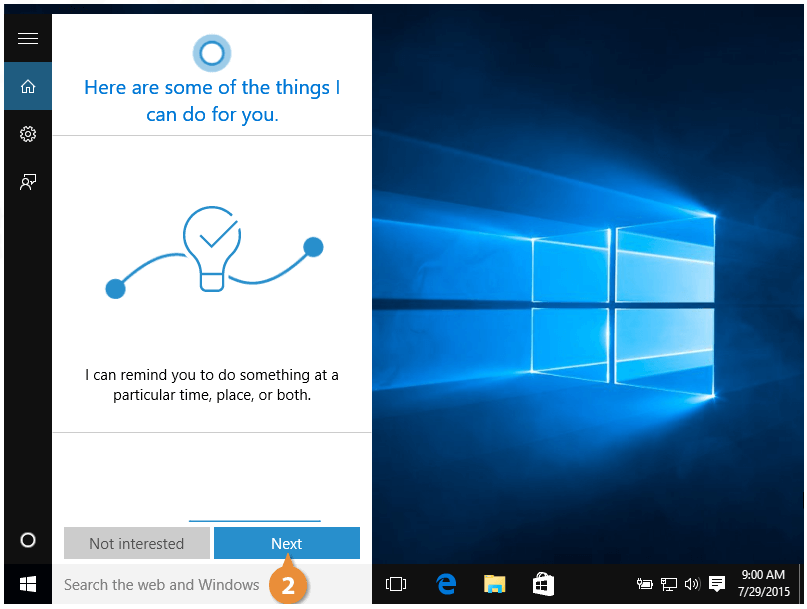
2. Click **Next**.

   Cortana needs access to some of your personal data to be most effective, and outlines it all so that you can opt in or out.

3. Click **I Agree**.

   You can also have Cortana call you by your name, or a nickname. Just specify it here, then click Next.

4. Enter your name, and click **Next**.

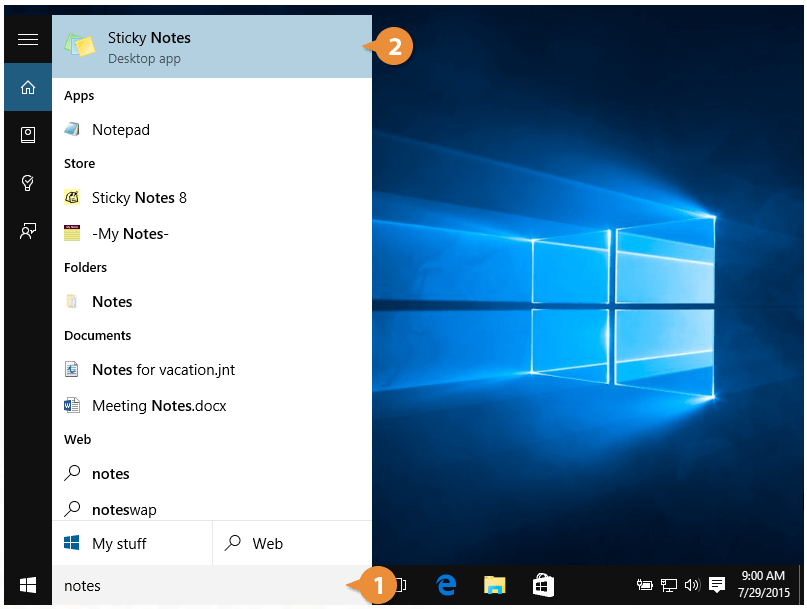


Once Cortana is all set up, you can do a lot with her help.

Search with Cortana

When you open Cortana, she displays the weather, any calendar events or reminders, some news articles, and other things you may be interested in. If you've used Apple's Siri or Google Now before you'll be familiar with Microsoft Cortana.

You can use Cortana to search for anything, either on your computer or on the internet. Just type what you're looking for.



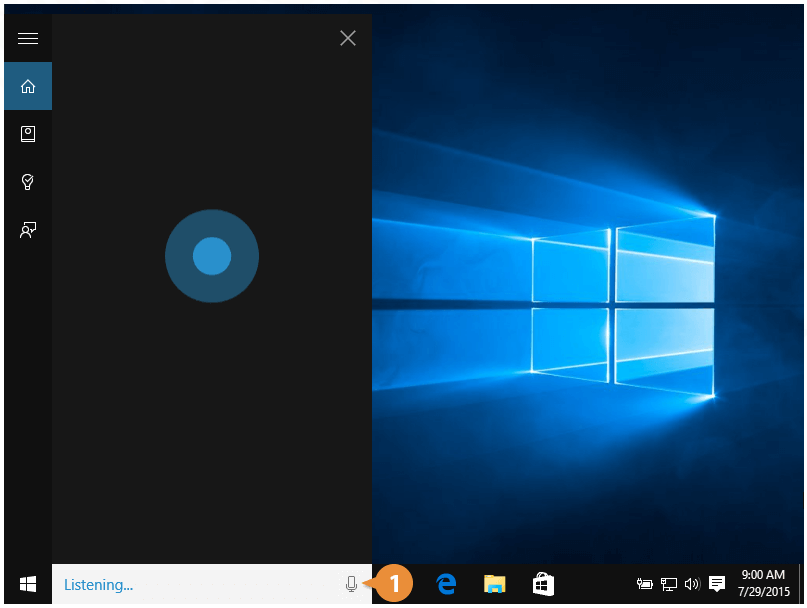
1. Enter a search or command in the Search field.

   ...and search results appear.

2. Click the item you want to open.

Speak to Cortana

If your computer has a microphone, you can get Cortana's help by talking instead of typing. Just click the Microphone button and tell Cortana what you want to do.



1. Click the **Microphone button**.

   Note: You can also simply say "Hey Cortana" and what you want her to do, if you've enabled this feature.

   Cortana starts listening, so just talk away.

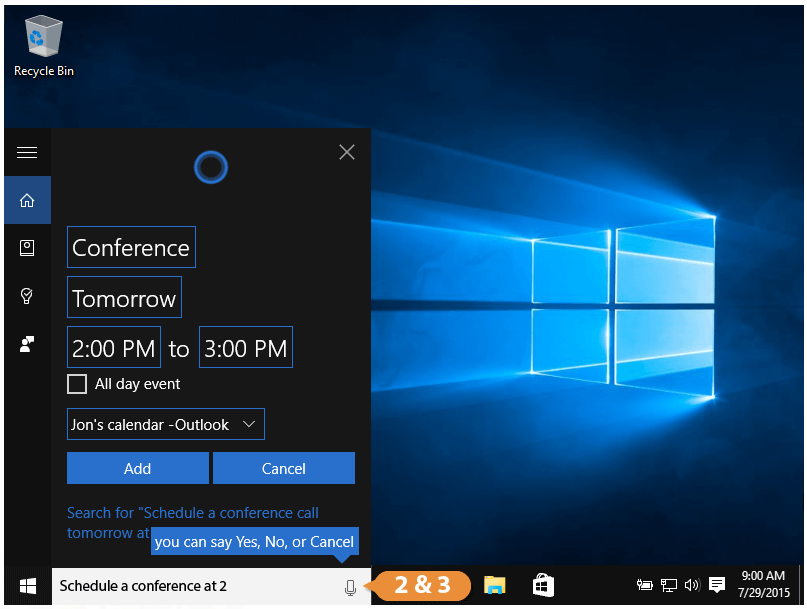
2 Say your command.

For example, you could tell Cortana “Schedule a conference tomorrow at 2”.

3 Speak any additions, changes, or corrections.

4 Say "**Yes**" when finished.

In addition to adding or editing calendar events and reminders, Cortana can set alarms, send emails, get directions, do calculations, and look up facts and information.

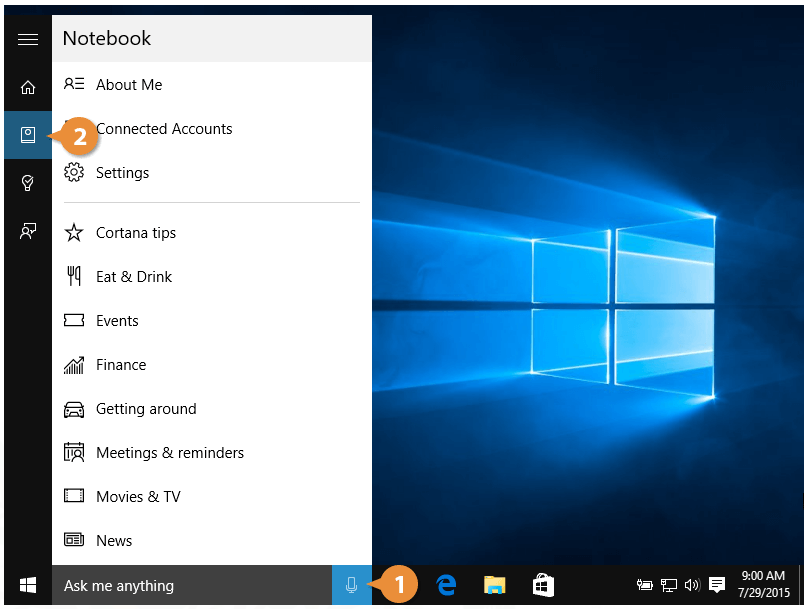


Type or Say This…	…to do This
Open Excel	Open Microsoft Excel
Find my Marketing Budget	Search for files that contain the file name “marketing budget”.
Schedule breakfast tomorrow at 9am	Create an appointment for 9:00am tomorrow.
Remind me to call Lucy	Set a reminder to call Lucy.
What’s 365 times 40?	Calculates 14,600.
Set an alarm for 4:30pm today.	Sets an alarm for 4:30pm.
What’s the weather like?	Display a weather forecast for your location.
How are the Broncos doing?	Display the great season the Denver Broncos are having.

Customize Cortana

Finally, let's take a look at Cortana's Notebook, which is where we can find information Cortana has learned, and control what appears when Cortana opens.

1. Click in the **Search field**.
2. Click the **Notebook Icon**.



The top section of the notebook controls Cortana's settings. You can change your name and favorite locations in the About Me section, allow Cortana access to connected accounts, such as Office 365, or control other settings, such as whether she can send you messages or if she's always listening.

The bottom section controls mostly what shows up when you first open Cortana.

2. Select a category.
3. Change the settings as needed.
4. Click **Save**.

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Here are the Cortana categories you can configure:

Category	Description
About Me	Change your name and favorite places (home, work, etc.)
Connected Accounts	Connect to Office 365.
Settings	Specify how Cortana works.
Cortana Tips	Toggle tips on how to use Cortana.
Eat & Drink	Customize restaurant recommendations.
Events	Specify suggestions for local events you might be interested in.
Finance	Pick stocks you want to track.
Getting Around	Customize driving directions.
Meetings & Reminders	Customize appointment and reminder settings.
Movies & TV	Toggle show times for movies and television.
News	Customize news headlines on topics that interest you.
Packages	Toggle tracking package shipments.
Sports	Add sports teams you want to follow.
Travel	Toggle flight statuses and trip plans.
Weather	Customize your weather forecast.

Microsoft Edge

Windows 10 includes a new web browser, called Edge. Compared to Internet Explorer, Edge is faster, more secure, and more compliant with common web standards.

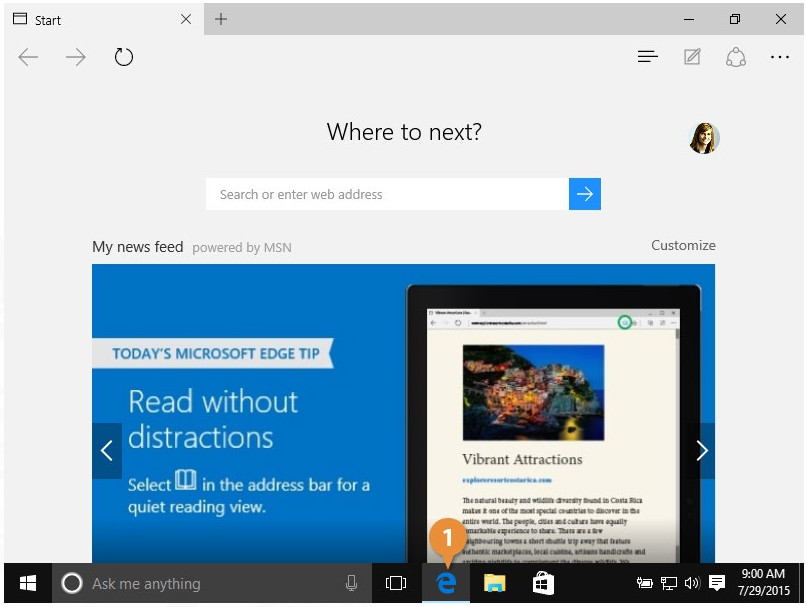
Edge replaces Internet Explorer as the first app that's automatically pinned to the taskbar.

Open Edge

1. Click the **Edge Icon** on the taskbar.

   Edge opens to its own start screen, which includes news headlines and weather for your location.

   The single text field near the top is where you can search for something or enter a website address directly.

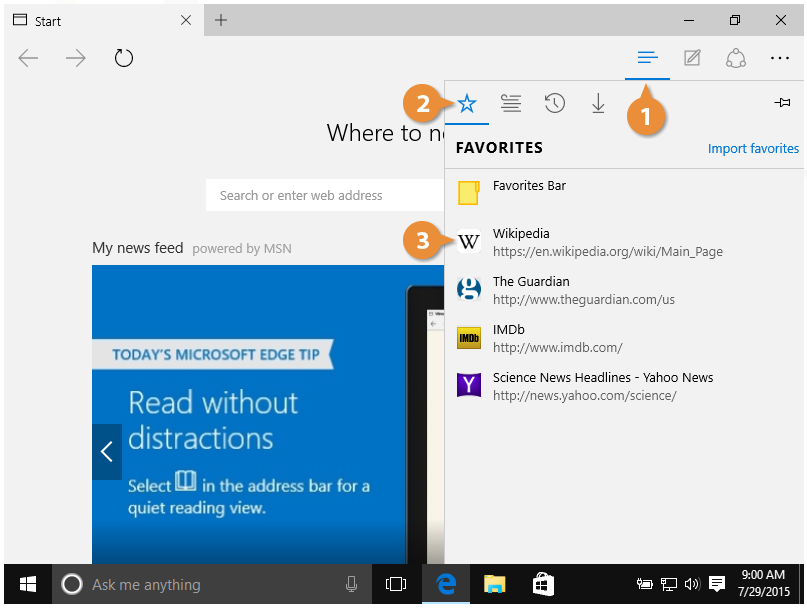


View Favorites

1. Click the **Hub button**.
2. Click the favorites tab.

   Your favorites appear on the first tab of this menu, so you can quickly just click one here.

3. Click the favorite site you want to open.

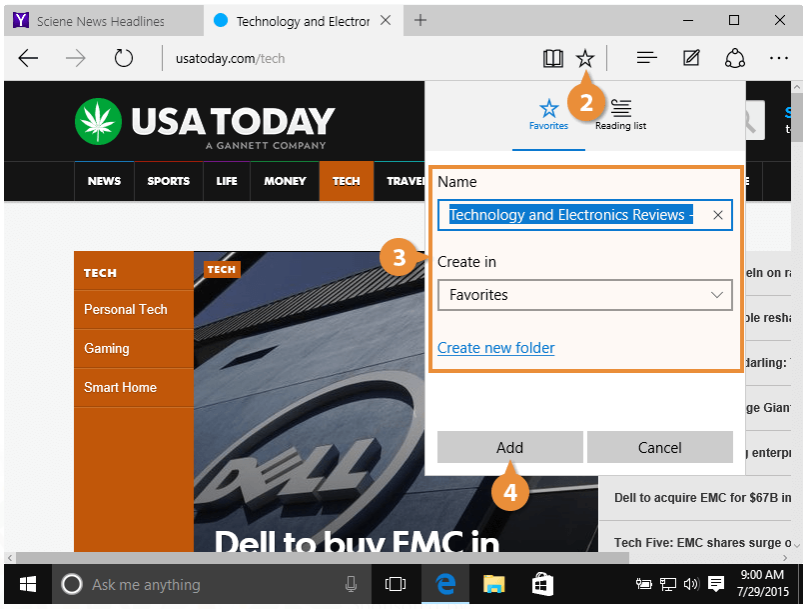


Add a Webpage Favorites

It's easy to add sites to your Favorites:

1. Go to the site you want to add.
2. Click the **Star button**.
3. Specify a name and location for the webpage.
4. Click **Add**.

   The webpage is added to your favorites.

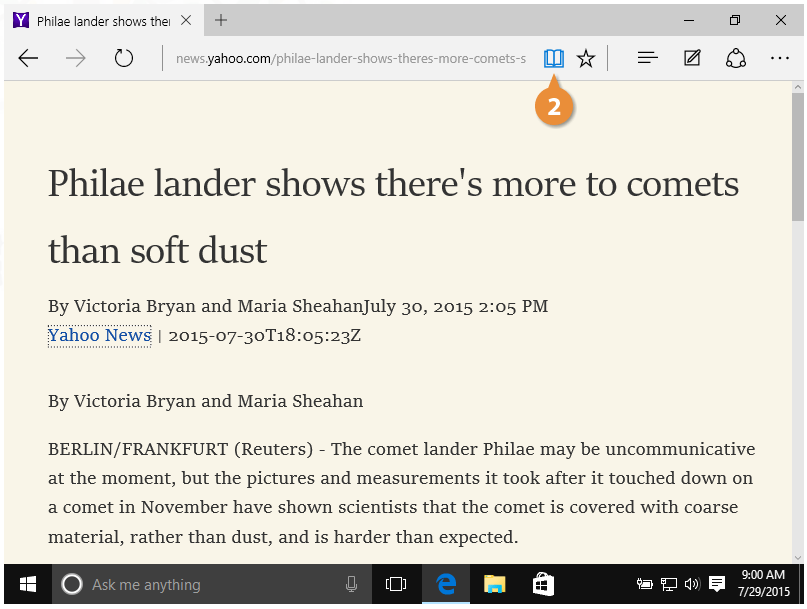


Use Reading Mode

Edge also introduces a distraction-free reading mode, that takes an article and displays only the relevant text. Here's how to use it:

1. Open a web page.
2. Click the **Reading Mode button** to turn on Reading Mode.

   Now there are no headers, sidebars, ads, or anything else to distract you from the article, just the text in a larger, easier-to-read font.
3. Click the **Reading Mode button** again to turn off Reading Mode.



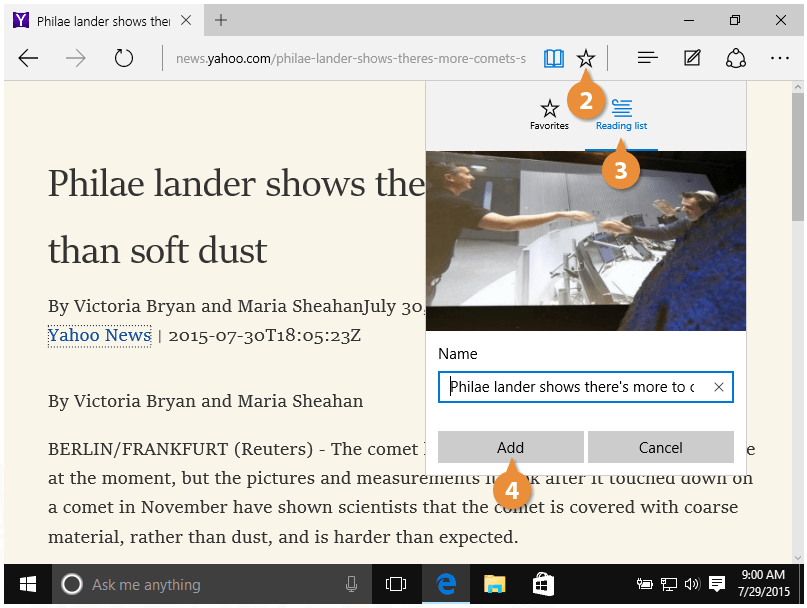
Add a Webpage to the Reading List

Edge also includes a Reading List that you can use to save an article for later.

1. Go to the site you want to add.
2. Click the **star button.**
3. Click the **Reading list tab**.
4. Click **Add**.

Now you can come back to the article later.

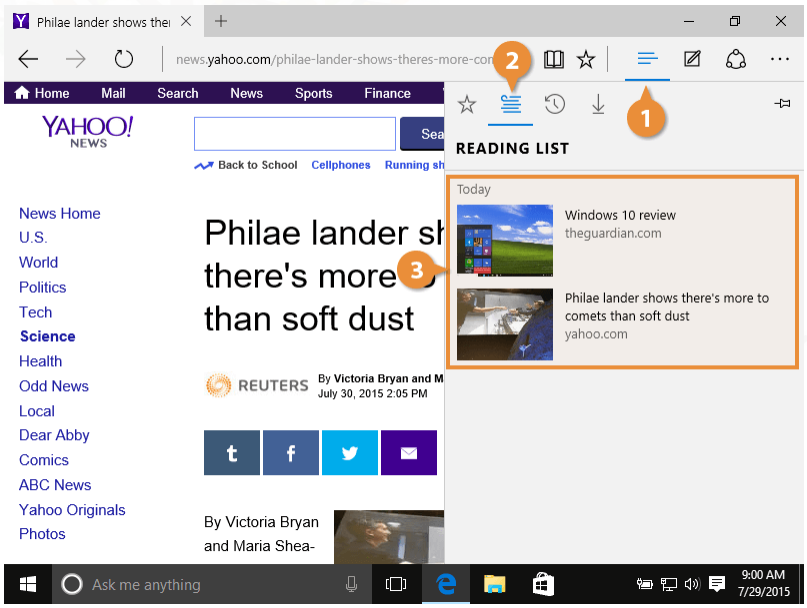
Note: You may need to be Online to view the reading list.



To View the Reading List

1. Click the **Hub button**.
2. Click the **Reading list tab**.

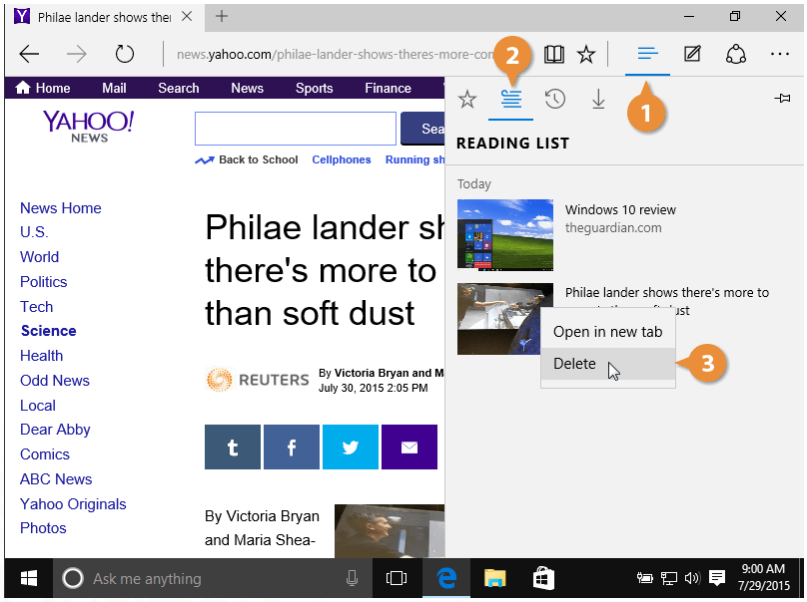
   Everything you've added to your reading list shows up here. Just click a saved article to load it.
3. Select the article you want to read.



Remove a Favorite or Reading List Article

It's easy to remove favorites and reading list articles:

1. Click the **Hub button**.
2. Click one of the following:
   - **Star tab:** To delete a favorite.
   - **Reading list tab:** To delete a reading list article.
3. Right click the favorite or article and select **Delete**.



Community Matters

Create a Web Note (Mostly for Tablet users)

Edge has another feature that separates it from Internet Explorer—the ability to mark up a page as a web note and share it.

1. Click the **Make a Web Note button**.
2. Use the drawing tools in the toolbar to markup the page.
3. When you're done writing on the page click **Save**.
4. Specify where you want to save your notes:
   - OneNote
   - Favorites
   - Reading list
5. Click **Send**.

   Your notes are saved for later.

Here are the drawing tools available to you and what they do:

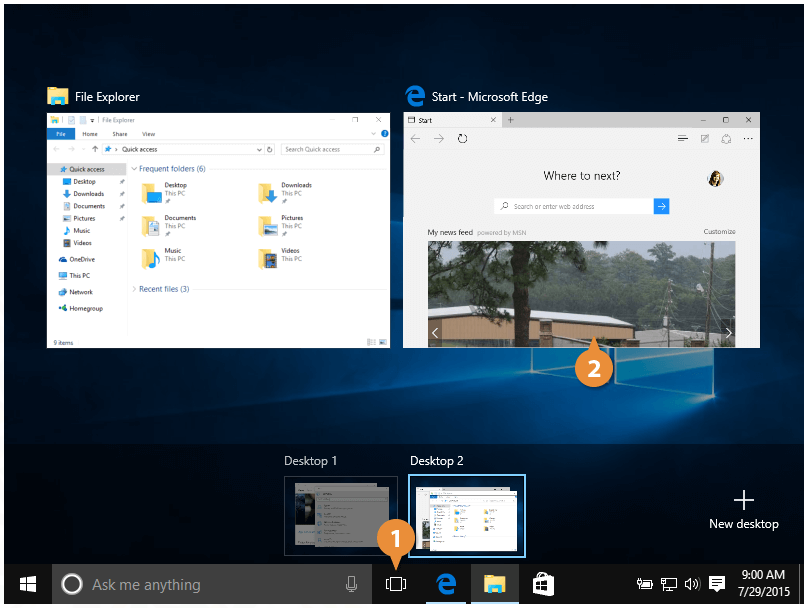
Note Tool	Description
Pen	Draw on the page.
Highlighter	Highlight text on the page.
Eraser	Erase markup.
Add typed note	Add a typed note on the page.
Clip	Copy a portion of the page.

Use Multiple Desktops

Another new feature in Windows 10 is Task View, which lets you have several desktops open. A desktop is a set of apps that are saved on the same page. If you have a lot of apps that you're switching between, you can group them into a few different desktops and then switch between desktops instead of constantly minimizing one window to get to another.

View Windows and Desktops

Here's how to view your open windows and desktops:



1. Click the **Task View button** on the taskbar.

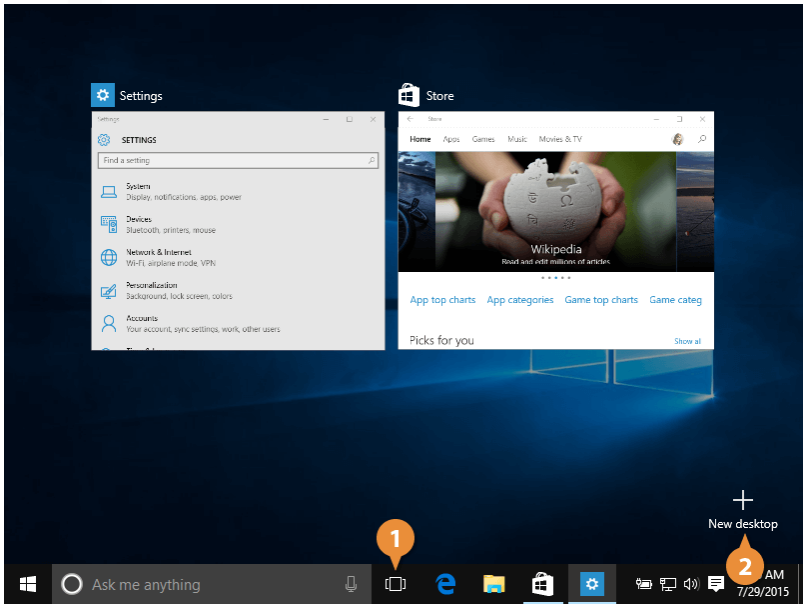
   Note: You can also press ⊞ + D.

   All the windows you have open are reduced to thumbnails, letting you switch between apps quickly.

2. Click the window or desktop you want to view.

Add a Desktop

Here's how to add a desktop:



1. Click the **Task View button** on the taskbar.
2. Click the **New Desktop button**.

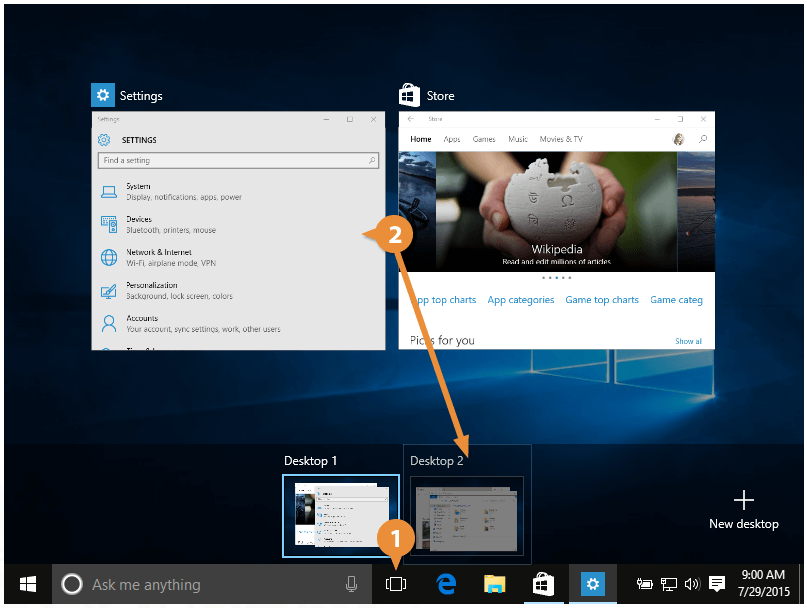
   A new desktop is added, with nothing on it yet, but any apps you open while this desktop is selected will be added to it.

3. Open the apps and windows you want to appear on the new desktop.

Move Windows between Desktops

We can also move windows between the different desktops.

1. Click the **Task View button**.
2. Click and drag a window thumbnail to another desktop's thumbnail.

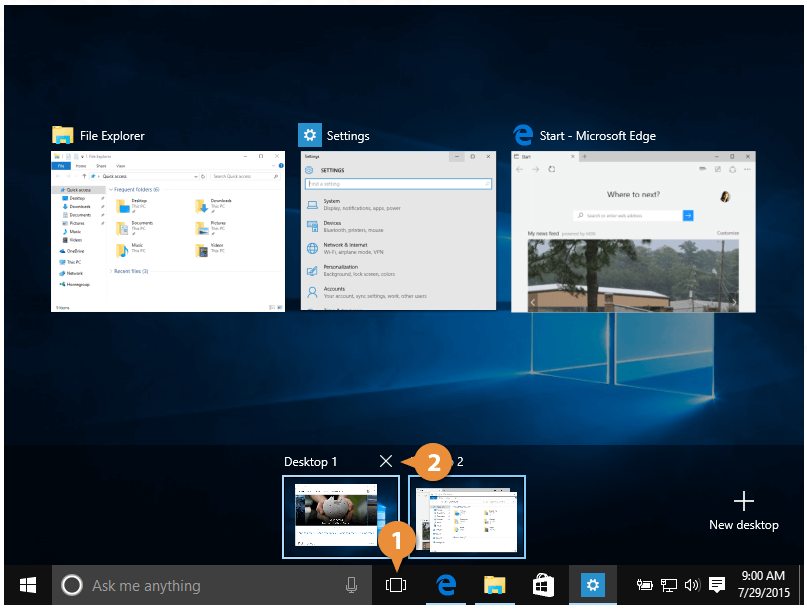


Remove a Desktop

Once you're done with a desktop, you can get rid of it.

1. Click **Task View button**.
2. Click a desktop's **close button**.

   That desktop closes. If you had any apps still running on that desktop, they'll move over onto the next available desktop.



Tablet Mode

Enable Tablet Mode

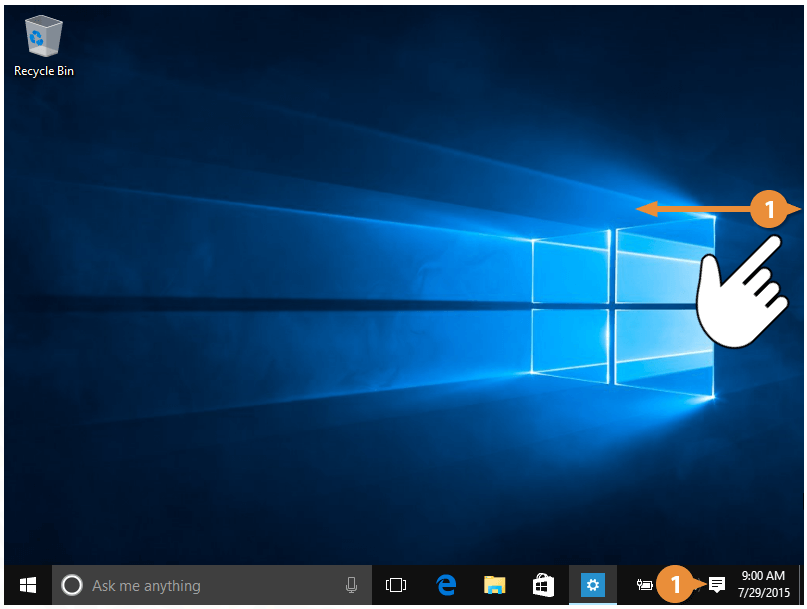
If you're using Windows 10 on a hybrid computer, consisting of a touchscreen with a detachable keyboard, you can use Tablet Mode to make it easier to use.

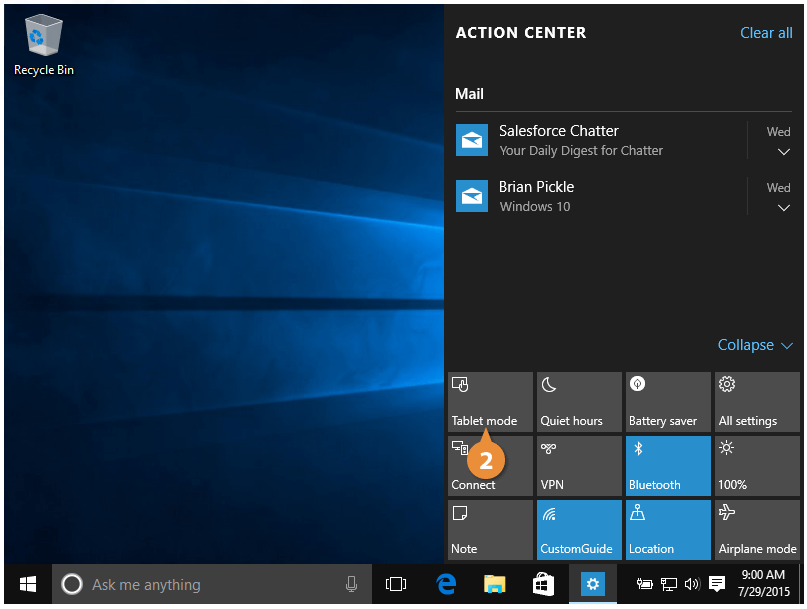
1. Swipe in from the right side of the screen or click the **Action Center icon** in the task bar.

   Note: You can also press ⊞ + A, or if you're using a detachable keyboard simply detach it.

2. Click the **Tablet Mode** button.

   Once Tablet Mode is engaged, apps will run full-screen. The taskbar changes, and most parts of the interface will be optimized for touch instead of a mouse and keyboard.





View the Start Menu in the Tablet Mode

While in Tablet mode, a few things are done differently. For example, the Start menu is replaced with the Start screen and your live tiles now fill the whole screen.

Use the Start Menu

Here's how to use the Start menu in Tablet mode:

1. Tap the Start menu.

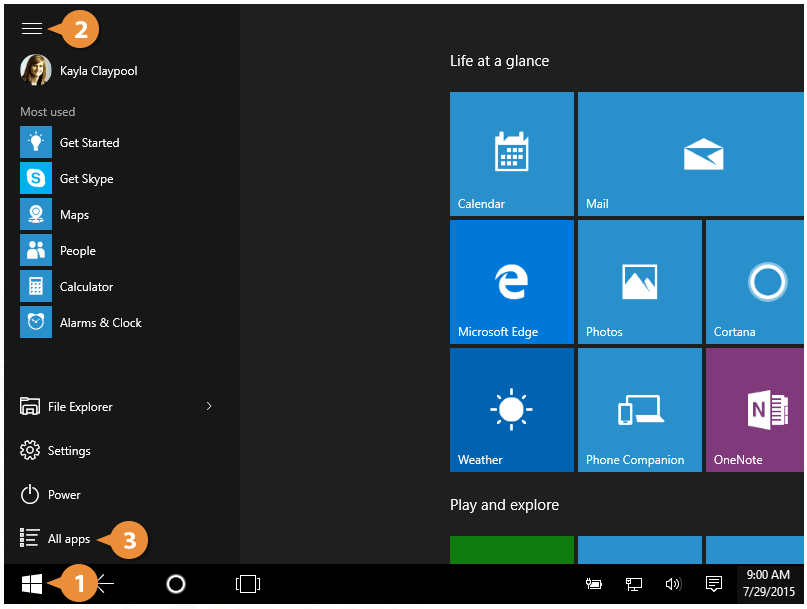
   The Start screen appears and displays your live tiles.

2. Tap the **Menu** button in the upper right of the screen to view the Start menu.

3. Tap the **All Apps** button in the lower right of the screen to view all your apps.

4. Tap the app you want to open.

   Note: You can also press view all apps clicking the All Apps button in the lower right of the screen on the desktop.

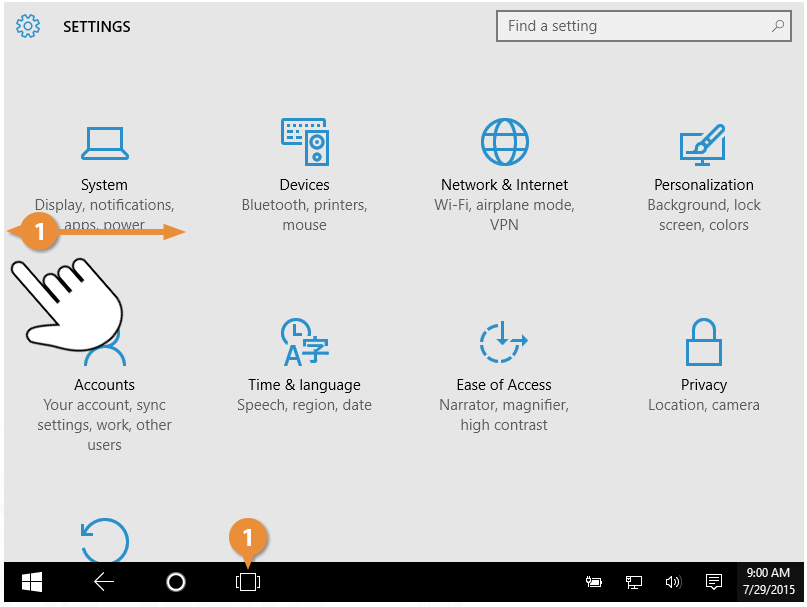


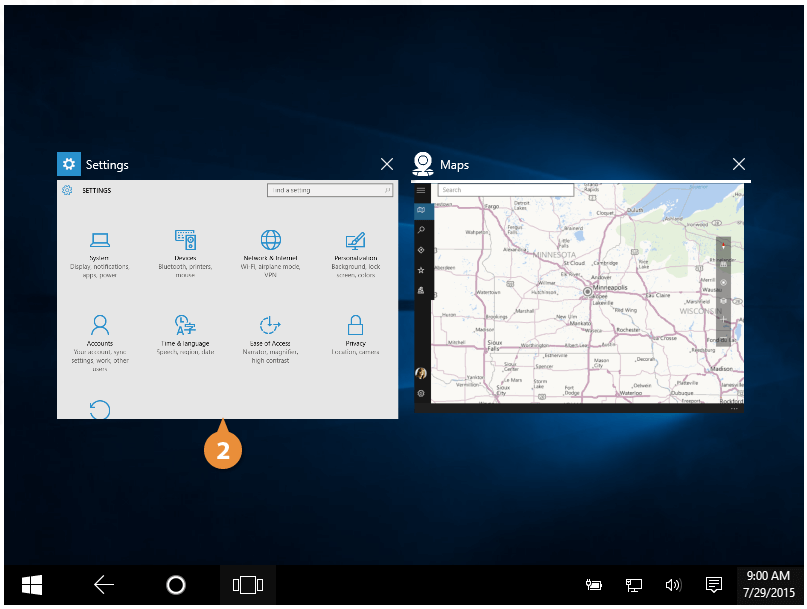
Community Matters

To Switch Between Apps

Here's how to switch between open apps:

1. Swipe your finger in from the left or tap the **Task View button**.
2. Tap the app you want to open.

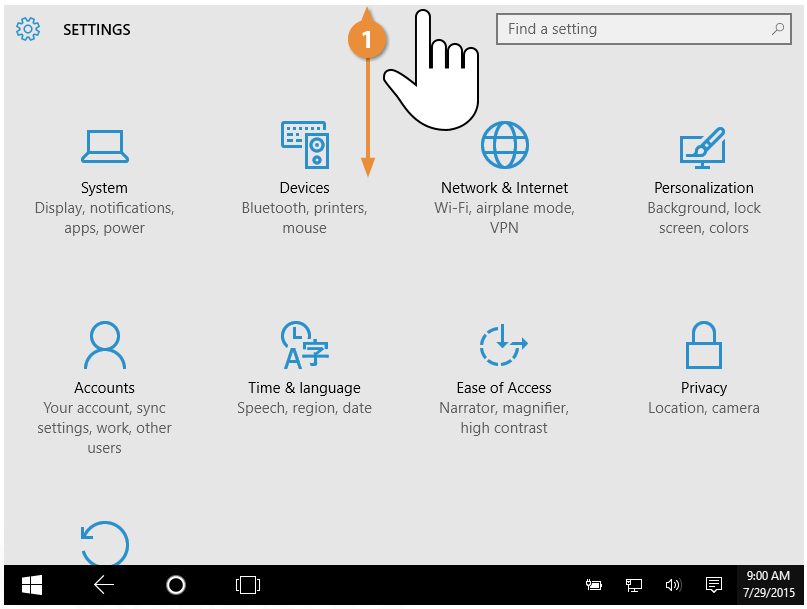


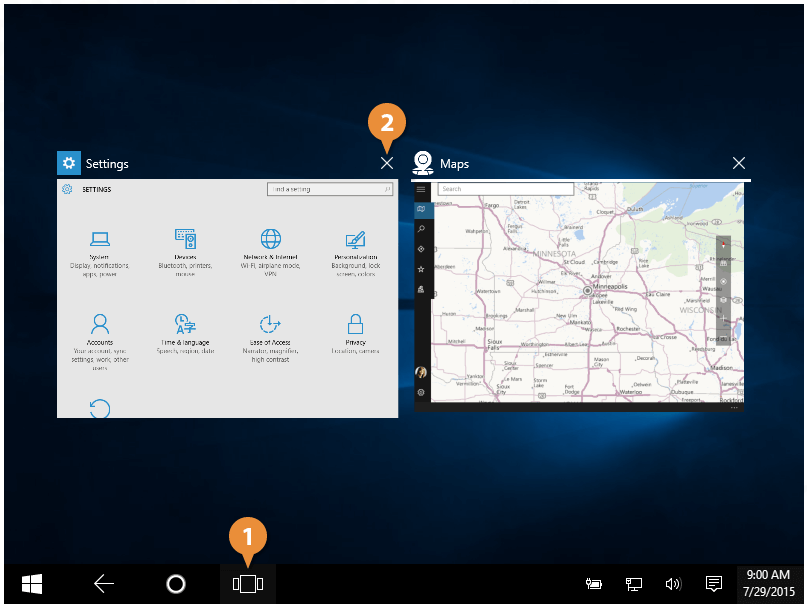


To Close an App

1. Do any of the following:
   - If the app has a Close button, click it.
   - Swipe your finger from the top to the bottom of the screen.
   - 1. Click the **Task View button**.

     2. Click the app's **Close button**.



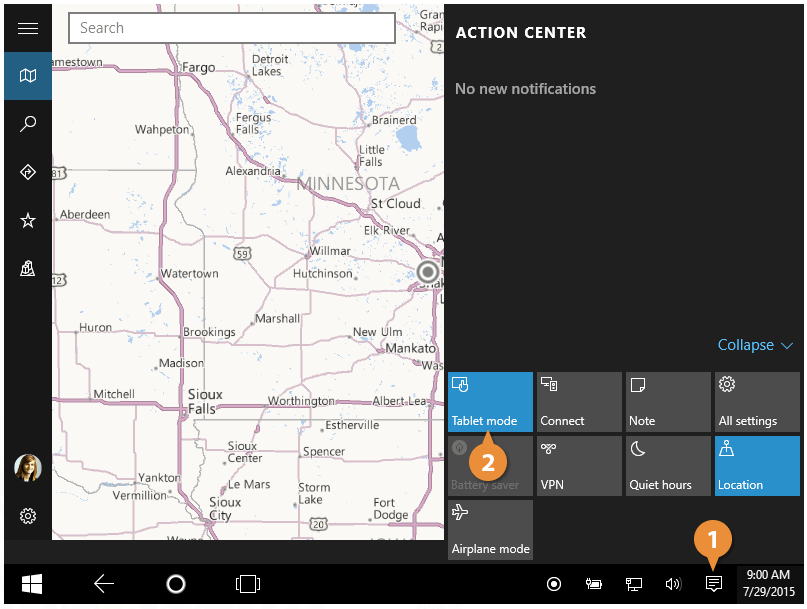


Turn Tablet Mode Off

Here's how to disengage Tablet Mode:

1. Swipe your finger in from the right OR tap the Notifications button on the taskbar.
2. Tap the **Tablet Mode button**.

Tablet Mode disengages, and the apps that were all running separately in full-screen now appear as windows on your desktop.



Community Matters

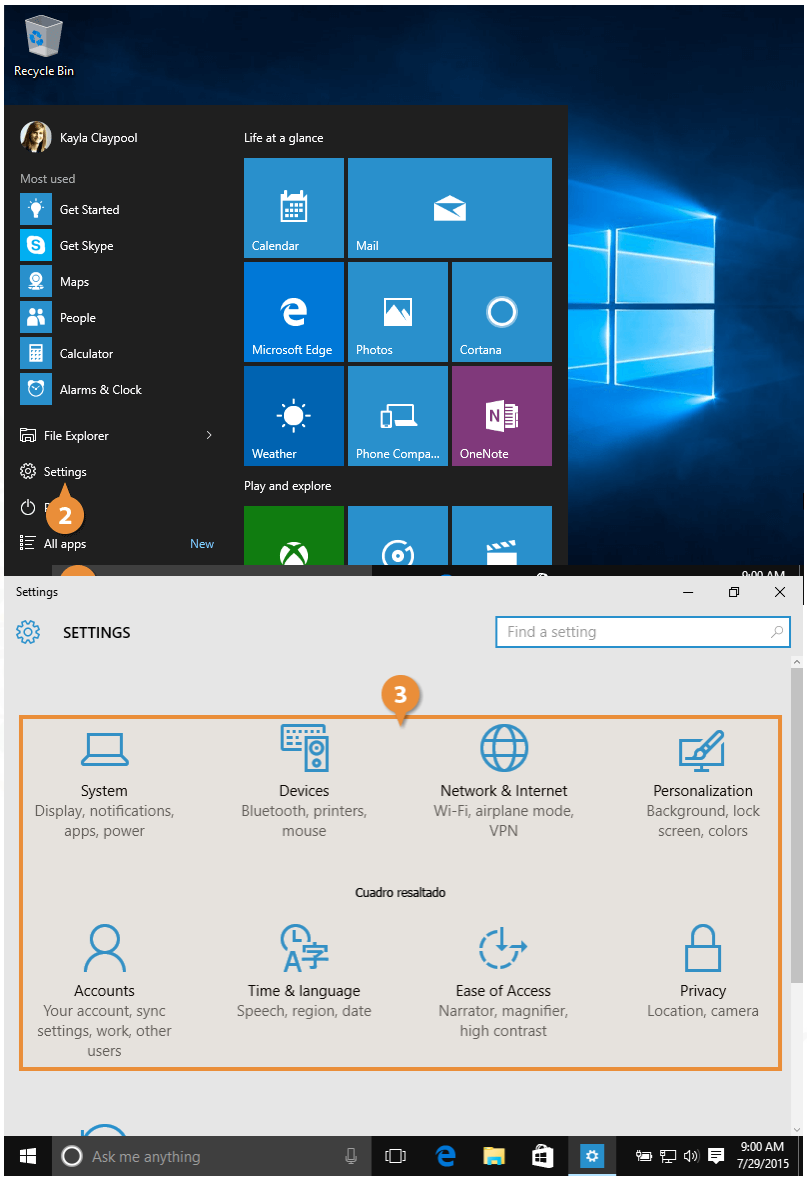
The Settings App

Windows 10 has reorganized a lot of system settings into a brand new Settings app.

1. Click the **Start button**.
2. Select **Settings**.

   Here in the Settings app, there are a number of categories that encompass most of your computer's settings.
3. Click a setting category.
4. Click a setting subcategory.

   Each category has some subcategories within it, listed in the navigation pane on the left. Click one of the subcategories, such as Notifications and Actions, to view it.
5. Customize settings as desired.
6. Click the **gear Icon** to go back to the main settings page.
7. Click **Close** when you're finished.



Setting	Description
System	Configure your display, notification, and power settings.
Devices	Configure hardware and devices connected to your computer.
Network & Internet	Configure your network settings.
Personalization	Change the background, lock screen image, and colors.
Accounts	Configure your connected Microsoft accounts.
Time & language	Change the time, date, language, and regional settings.
Easy of Access	Configure accessibilities features for those with disabilities.
Privacy	Configure which apps can access your hardware and data.
Update & security	Update Windows and configure security settings.

Quick Access

Windows 10 adds a new feature to the File Explorer called Quick Access, that displays your frequently used folders and recent files. Quick Access replaces the favorite folders list in older versions of Windows. Let's take a look at Quick Access view:

1. Click the **File Explorer Icon** on the taskbar.

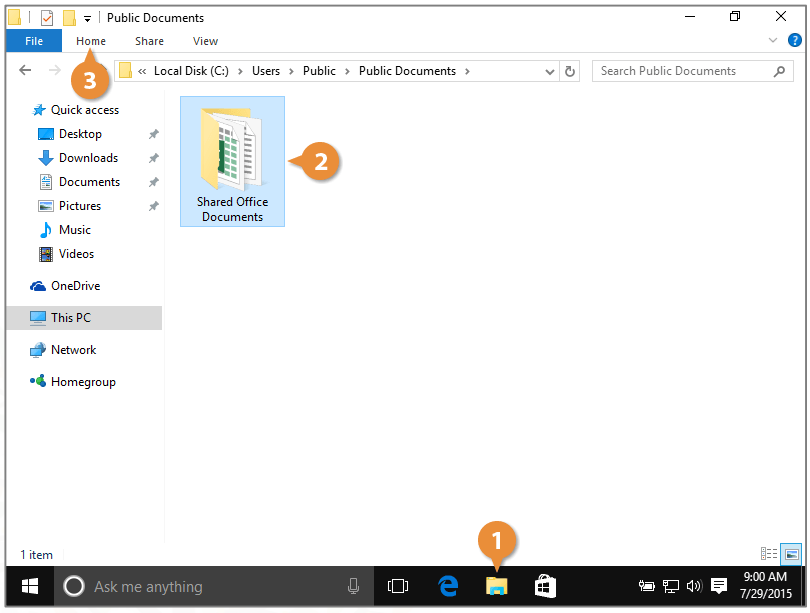
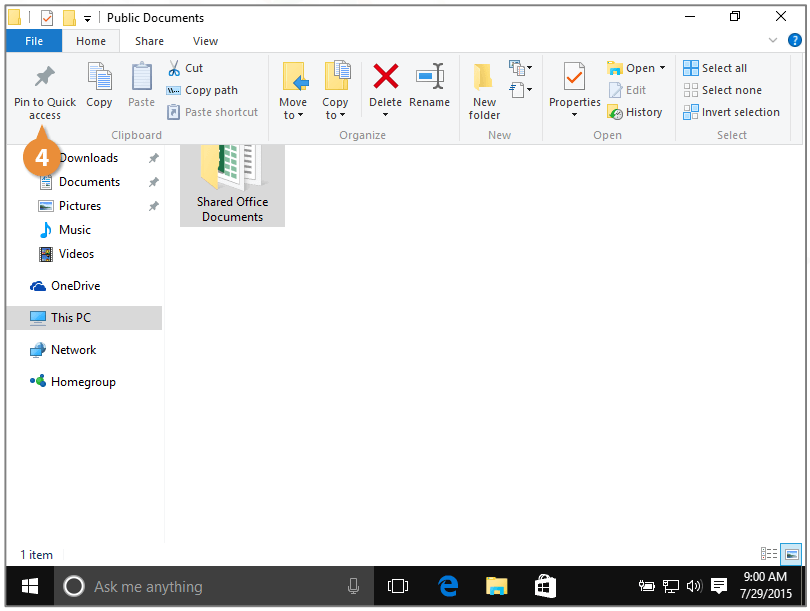
   Note: You can also click the Start button > File Explorer.

   You can easily pin folders to the Quick Access pane to the left.

2. Find and select the folder you want to add to Quick Access.

3. Click the **Home tab**.

4. Click the **Pin to Quick Access button**.

   The folder appears in the Quick Access group, with an icon indicating that it's been pinned.

5. To remove a pinned folder, right-click it and select **Unpin from Quick Access**.