


WINDOWS 10 BASICS



Microsoft released their new operating system Windows 10 in July 2015, and allowed for free upgrades to Windows 7 and 8 machines until July 2016. To commemorate their anniversary, Microsoft released an Anniversary Update to Windows 10 to modify the interface.

Start Menu is back!

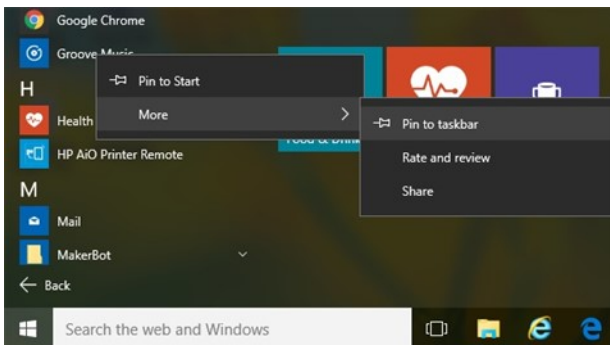
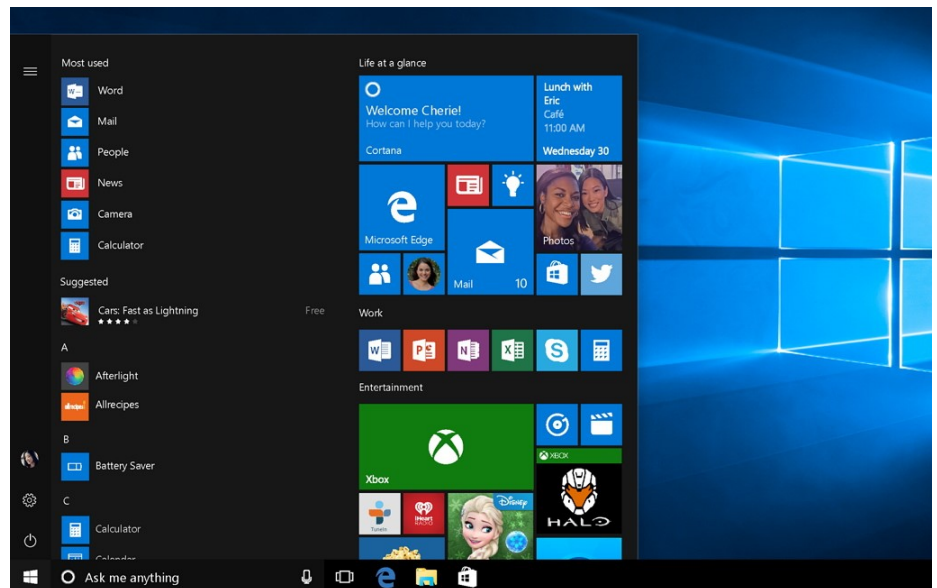
Click on the  button to access apps and programs. “Pins” (shortcuts to programs) are located on the right side and can be grouped together for better organization (by clicking and dragging).

The middle section of the menu is the full list of programs and apps, listed alphabetically.

The far left side of the menu has icons for the user account, **File Explorer**, **Settings** and **Power**.

Customized Settings

Privacy and other settings can be changed during or after setup (Settings > Privacy > General). Features of particular note are location sharing and keyboard typing sharing.



To add apps to the Start Menu:

Locate app in “All Apps.” Right-click (or press and hold) the App and select “Pin to Start.”

(Apps can also be added to the Taskbar by selecting “Pin to taskbar.”)

To remove apps from the Start Menu:

Press and hold (or right-click) the pin. Select “Unpin from Start.”)

Use the “Store” app, to find more apps!



Cortana

Cortana is Windows’ voice-activated personal assistant (like Apple’s Siri), and is located in the bottom left corner next to the Start icon. Activate Cortana in Settings including “Hey Cortana” and she should respond to your voice.

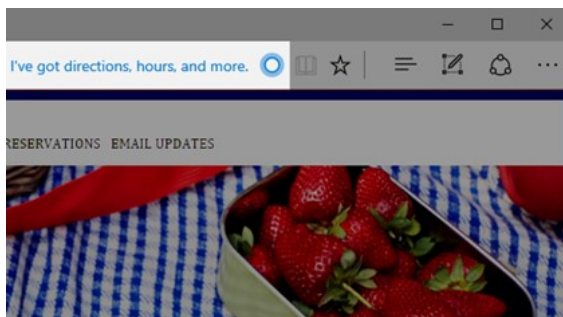
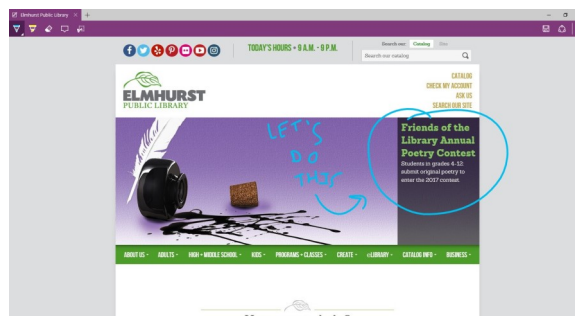


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Microsoft Edge

Microsoft's new Internet browser is called "Microsoft Edge" and it allows you take notes, write, doodle, and highlight directly on web pages (with "Web Note").

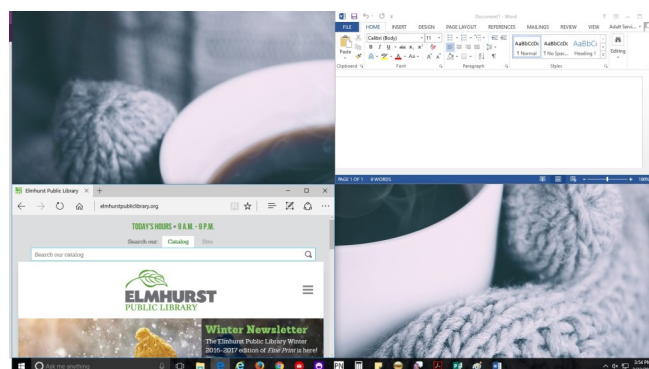


To learn more and practice using Web Note, see the Web Note Coloring Book at: <https://developer.microsoft.com/en-us/microsoft-edge/testdrive/demos/coloringbook/>

Also, Cortana is built into Microsoft Edge to help you do things faster and easier. For instance, Cortana can help you book a reservation when viewing a restaurant's website.

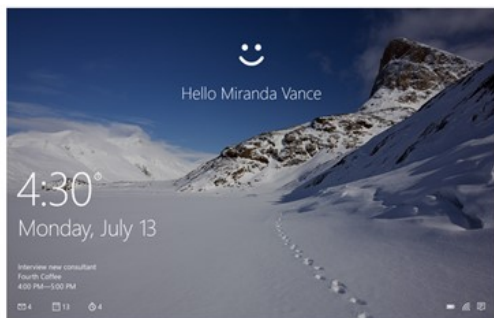
Windows Snapping

The "snap" feature from Windows 8.1, which allowed users to "snap" windows, programs or the desktop to the edges so they can be viewed in multiple windows and the desktop at the same time, has been improved. With Windows 10, you can snap up to 4 four windows at the same time!



Virtual Desktops

Click on the "Task View" icon to add another desktop (or Windows key + CTRL + D). This feature simulates multiple monitors and is helpful if you are sharing your computer with someone else or have several programs open.



Need More Help?

- ◆ "Get Started" app in Windows 10
- ◆ support.microsoft.com
- ◆ Lynda.com through the library web site (need library card number and PIN).

Face/Fingerprint Recognition

Windows 10 has an option called "Windows Hello" that supports fingerprint and voice recognition (instead of having to type in a password). To see if your device has this option, go to Settings > Accounts > Sign-in options. Under Windows Hello, you'll see options for face, fingerprint or iris if your PC has a fingerprint reader or a camera that supports it.

Shortcuts Using Windows Key

- ◆ + Left Arrow — snap active window to the left.
- ◆ + Right Arrow — snap active window to the right.
- ◆ + Up Arrow — snap the active window to the top.
- ◆ + Down Arrow — snap the active window to the bottom.
- ◆ + Ctrl + D — create a new virtual desktop
- ◆ — Open Start Menu
- ◆ + D — Open the Desktop (minimizes open windows)
- ◆ + E — Open the File Explore