Windows 10 Features 2016

Introductory Remarks

- With Windows 10, Microsoft returns Windows desktop to us.
- Windows 10 combines the best features of both Windows 7 and 8, but makes them both better by adding features to each.
  - Searching for programs, apps, and files is easier.
    - Just open Start, and begin typing.
    - Searches files, web, settings, and Windows help.
- Whether it be an App, or a traditional program, they now all open the same, **as windows on the desktop**, fully resizable windows.
  - Use them full screen, or any size.
  - Snap as many as four to a screen.
  - Open as many as you want.
- Yes, Windows 10 has changed its appearance.
  - Some claim to like it.
  - Some claim to dislike it.
  - But I do not know anyone who has stayed more than a week with it that does not like it.
  - It is still relatively new, and there are rough spots, like all new OS.
- New to Windows 10 are more universal modern menu icons.
  - "**Hamburger**" Menus (three horizontal lines look like a hamburger and bun.
  - **Ellipsis** (…) menus indicate "there is more to see".
    - Used to denote more items are available, or more "path" hidden.
- Updating to Windows 10 keeps most of your installed programs, apps, and data.
  - Unless you choose a fresh install.
- Windows 10 upgrade is free until July 29, 2016!
  - Except for Windows XP and Vista.
    - Not free to upgrade to Windows 10
    - AND require a fresh install.
    - Meaning you must reinstall all programs and devices.
- End of 2015, Microsoft released the first "big" update.
  - Focused on fixing bugs and improving current features with this update which previously would have amounted to a "first Service Pack".
- A second major update is scheduled for mid-2016 and is promised to add new features to Edge, Mail, etc.
- Yes, Windows 10 places a lot of Privacy on the Internet.
  - Check out the article on our website Regain Windows 10 Privacy.

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Start Menu

- Windows 10 again has a Start menu.
    - Use it like any other Windows version,
        - Or make it full screen like Windows 8 by Personalizing.
        - Go to Start, Settings, and open Personalization (not from Control Panel, as it opens only themes)
        - Or Right-click an empty screen area and choose Personalize.
- The Windows 10 Start menu looks a little different.
    - On the left, are links to Frequently used programs at the top, and a few important functions at the bottom, including **All Apps**.
    - **Settings**, which offers many configuration changes without using the Control Panel.
        - Is set to mimic smartphone configuration methods.
- Don't be confused, **All Apps includes** (replaces All Programs) both modern apps introduced with Windows 8 as well as all the traditional programs (Applications).
- Windows 10 in the Start menu All Apps offers a **Get Started** App.
    - Explains many Windows 10 functions and configuration capabilities.
    - Pin the Get Started to the taskbar or drag it to the desktop.
- Customizing the Start menu is easy.
- Drag apps and applications from the All Apps list to the right pane (side) of the Start menu, the Desktop, or the Taskbar.
- Right-click on the Start menu to display the **Quick Access menu**.
    - Quick access to Programs and Features, Run box, Device Manager, Task Manager, and Control Panel to name just a few.
    - Or to Shutdown (Restart, Sleep, Hibernate, or Sign Out).
- Switch users by clicking on the User Name top left pane.
    - This does no longer display User folders.
    - Add User folders to the Start menu under Start|Settings|Personalization|Start.

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Taskbar

- Taskbar is just the same as Windows 7, but with new icons added.
    - Cortana or Search box
    - Task View
        - Displays thumbnails of all open windows.
        - Also provides opportunity to add "**Virtual Desktops**".
            - Have a productivity desktop and a separate entertainment or game desktop.
    - Microsoft Edge
        - New browser meant to replace Internet Explorer.
        - Store (links to the Windows Store to obtain more Apps.
    - **Store** (accesses the Microsoft Store to find and install free or paid for Apps).
    - Pin items by:
        - Right-click in the All Apps list and "pin to".
        - Drag to taskbar from All Apps list.
    - Action Center (talk bubble icon in the Notification area at the right).
        - Turns white when a new notification is available.
        - Bottom area contains access to other features (Connect to a device, and Bluetooth for example).
        - Windows 10 switches easily between Desktop and "**Tablet**" Modes.
    - Customize Notification area
        - Right-click taskbar and choose Properties.
        - Start|Settings|System|Notifications and Actions
            - Select which icons appear.
            - Turn System icons on or off.

Cortana

- Acts as a personal assistant.
    - Reacts to voice as well as typed commands.
        - Once the microphone (if present is configured (see below).
    - Provides help for Windows functions as well via Web.
    - Consider turning on "**Hey Cortana**", so all you need to do is say "Hey Cortana" to have the personal assistant listen for voice commands.
    - **Find what Cortana can do: Type "What can you do?"**

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Microsoft Edge

- Microsoft Edge is the new streamlined Internet browser intended to replace Internet Explorer.
    - But Internet Explorer is still available should you prefer to use it.
    - You can also import your Favorites from Internet Explorer or another browser.
        - Display the **Favorites bar** if desired (by clicking the ellipsis menu|Settings|Favorite Settings and Turn on Favorites bar button.
    - Offers a **Reading view**.
    - Find Favorites, History, and Downloads with the "**Hub**" (the hamburger menu, top right).
    - Mark up by **writing** or **highlighting** items on a web page, then share that marked up webpage.
    - Also, Cortana can help when surfing the web. A blue Cortana icon appears in the browser bar (on the right) with "I've got more info," when Cortana can provide more information about the website (Such as Yelp info on a restaurant, such as Sneaky Pete's www.sneakypetesbonita.com .
- Open multiple instances of Edge:
    - Click on the ellipsis (…) menu and choose new window.
    - Right-click edge icon on the taskbar and choose Microsoft Edge.
        - This function was added by the recent update.
    - Or drag an existing tab downward.

File Explorer

- File Explorer is also now using the ribbon interface rather than menus.
    - New Folder is on the Home ribbon.
    - Email link is on the Share ribbon.
- File Explorer window by default opens in the Quick Access view.
    - Open it in **This PC**, (the equivalent of My Computer) (like Windows7 & 8)
        - Open File Explorer and switch to the View ribbon.
        - On the View ribbon, click on Options (far right) and choose Change Folder and Search Options.
        - On the top of the General tab, change "Open File Explorer to" from Quick Access to This PC.
        - Apply and OK.

More on Virtual Desktops

- Purpose is to allow screens with specific open windows.
    - For example: One screen with windows (programs open) which are for completing work items
    - While a second desktop has windows open to play games, or entertainment.
- Open the Task View (button to the far left, but right of Cortana on Taskbar).
- Click on the New Desktop button (+ sign) in the lower right.
- Open any programs you want.
- To switch desktops, use the Task View button and choose the desired desktop.
- Drag programs from one desktop to another.
    - Drag a program until it reduces in size and drag onto the other desktop.

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Noteworthy included Apps and those available at the Windows Store

- Included
    - Get Started
    - Photos
    - Calendar
    - Groove Music
    - Phone Companion helps connect smartphones to your computer.
- Available at the Store
    - Using the Windows Store requires a Microsoft Account
        - It is free.
        - Go to live.com to sign up, if not given an opportunity at the site you are at.
    - Word, Excel, and PowerPoint are all available as Mobile Apps for free.
        - They have limited functionality from the full programs, but sufficient for many.

- Set up Cortana
  - Click in the search box (left side Taskbar), and agree to the various request and Next boxes.
  - It will ask you what you want to be called.
  - Click on the microphone icon (**will only appear if you have a microphone**)
    - it may tell you your microphone isn't good caliber.
    - Just ignore that and continue with the microphone setup.
    - It will ask you to read a paragraph, then most likely will have a Finish button.
  - Now, a right-click on the Taskbar (empty area), will allow you to decide if Cortana is displayed as a search box, just an icon, or hidden from view altogether.
    - If you had a very full Taskbar of icons prior to an Upgrade, the Cortana search box may be hiding some.
    - In that case you need Cortana to display just as an icon.
  - More customization (turning functions and off) can be accomplished through the various menus found to the left under the "Hamburger menu".
    - Click on the hamburger menu to make the icons have labels.
    - Choose Notebook, and then Settings.
    - Consider turning on "**Hey Cortana**", so all you need to do is say "Hey Cortana" to have the personal assistant take commands.
    - Some are concerned with privacy with Hey Cortana. Is she listening to more than just your commands? Is she eavesdropping?
  - **Find what Cortana can do: Type "What can you do?"**

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- Set up Microsoft Edge, a new streamlined browser replaces Internet Explorer.
  - o You can also import your Favorites from Internet Explorer or Chrome.
    - ▪ Open Edge Settings by clicking on the ellipsis (…) menu and choosing Settings at the bottom of the list, then **Favorite settings**.
    - ▪ Click on the "Import favorites from another browser" link.
      - Choose IE or Chrome, etc.)
    - ▪ Turn on the **Favorites bar** if desired (by clicking the button.
  - o Put a **home button** on the Navigation bar.
    - ▪ On the Settings list, scroll to the bottom and use the "View advanced settings button, and turn on "Show the home button".
  - o Change (or Add) a home page.
    - ▪ By default, Edge opens with the "about:start page.
    - ▪ Change the radio button to the "A specific page or pages".
      - Choose Custom from the drop-down list.
      - By doing so, an " Enter a web address " box appears
    - ▪ In the "Enter a web address box, type the URL for the desired page.
      - It may be easier to first go to that page, and Copy the URL from the address line.
      - Once entered, be sure to click on the Plus sign (to the right of the box) to add it.
    - ▪ You can add as many pages as you want to open.
      - Remove pages by clicking the "X" to the right of the address.
    - ▪ **Also**, you can set a home page button, without the page opening at start, only when you click the Home button.
  - o Restore Internet Explorer to the Start menu or Taskbar.
    - ▪ Some websites still require the java and active x functions to display content properly.
    - ▪ Edge will offer the opportunity to "Open this web page in Internet Explorer.
    - ▪ First find it by opening Cortana (the search box) or Start menu and typing Internet. Internet Explorer should appear at the top of the list. Right-click to Pin it, Start or Taskbar.
    - ▪ Restore Internet Explorer as the default browser if desired by:
- Return Internet Explorer as the default web browser (replacing Microsoft Edge).
  - o Going to Control Panel (right-click the Start button) and choosing Default programs, the select Internet Explorer and set as default.

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- Further Customization of Microsoft Edge
  - Rearrange icons in the Favorites, or on the Favorite Bar
    - Open Microsoft Edge.
    - Icons will now drag back and forth (last Windows update)
    - Or…Open the Favorites list by clicking the "Hub" (three bars to the right of the star).
    - Pin it to the side.
    - Now you can drag items to the desired locations.
    - Unfortunately, Edge has not yet offered a way of simple alphabetizing yet.
    - Microsoft Edge, if not imported, stores the favorites in:
      - **%UserProfile%\AppData\Local\Packages\Microsoft.MicrosoftEdge_8we kyb3d8bbwe\AC\MicrosoftEdge\User\Default\Favorites**
      - Mine are not there; nor are the new ones put in User_Name's Favorite folder.
  - You may be warned by Norton or other antivirus programs that Edge is not currently capable of having "Extensions", which makes it less secure.
    - Just ignore the warning for now, or click the "Don't remind me about this again" link to the left of the warning.
  - Make Microsoft Edge search result open in new tab.
    - Perform a search, any search.
    - On the window, click the sprocket (upper right within the search window, not Title bar area) and choose Settings.
    - Within Settings go to the Web tab.
    - On the Web settings, put a check in "Open links in a new browser window".
    - Click Save (lower left).
  - Customize the about:start page weather
    - Click on the current location.
    - Search for your location or use location finder.
    - Set location as a favorite (star+ button).
    - Set as home location by clicking on "Make this place my home ".

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More on Customizing the Start Menu and Taskbar

- Customize the Taskbar.
    - Right-click the Taskbar and choose Properties.
    - Navigation tab no longer applies to the Start button and appearance.
        - Still useful to customize which icons show in the Notification area. Offers link to the System Settings.
        - Can still Auto-hide, use small taskbar icons, lock, and change taskbar position.
- Customize the Desktop appearance.
    - Right-click the desktop and choose Personalize.
    - Then in the left column menu choose Background, Colors, Lock Screen, or Themes.
- Customize the Start menu.
    - Right-click the desktop screen, choose Personalize and then choose Start (in the menu on the left).
    - Choose which folders appear in the left-hand Start menu.
        - Start|Settings|Personalization|Start, then "Choose which folders appear on Start" (at the bottom).
        - Offerings limited to a select few folders.
            - Personal folder (User folders) is a good one to show.
    - However, you can also pin to the right side (with a right-click) ANY folder (such as Documents, Pictures, etc., or Control Panel) to the right-hand menu of tiles.
        - Or simply drag from All Apps view.
        - And create your own group by dragging an item top or bottom until a bar appears, then let go.
        - May need to use Cortana to find certain system folder components).
    - Unpin any unwanted Tile by right-clicking and choosing Unpin.
    - Organize the locations of tiles by dragging.
    - Drag groups around by grabbing the title bar of the group.
    - Create a new grouping by dragging to the top of the menu until a bar appears.
    - Name, or rename groups by clicking in the area just above a group.
    - Resize the Start menu by dragging an edge or corner (like a window).
        - Make it full screen by turning on in Personalize.

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Select Windows keyboard shortcuts for Windows 10

- Most Windows keyboard shortcuts work for the last few versions of Windows.
- Win logo-Arrow keys
    - Win logo-Up arrow snaps window to maximized
    - Win logo-Down arrow restores window size if maximized, or minimizes window if window size.
    - Win logo-Left arrow snaps window to left.
    - Win logo-Right arrow snaps window to right.
- Win logo-E opens File Explorer.
- ALT key-Up arrow goes up one folder level while using File Explorer.
- Win logo-T cycles through Taskbar icons.
    - Enter then opens the task.
- Win logo-Print Screen (PRT SCN) key takes a screen shot and saves it to a folder within Pictures.
- Win logo-CTRL-D creates a new virtual desktop.
- Win logo-Tab shows all your desktops via Task View.
- Win logo-A opens the Action Center.
- Win logo-C opens Cortana ready to talk to her.
- Win logo-S opens Cortana.
- Win logo-I (i) opens Settings.
- Win logo-X opens the Start button right-click context menu.
- Win logo-TAB opens Task View (to switch apps; switch or create Virtual Desktops).
- Win logo-CTRL-D creates a new Virtual Desktop.
- Win logo-CTRL-F4 closes the current desktop.
- Win logo-CTRL-left or right arrow keys switches between Virtual desktops.
- Win logo-comma (,) hide open windows temporarily to see desktop.
- Win logo-L locks the PC (password then needed to reopen).
- ALT-F4 closes active window
    - If no windows active, brings up the Shutdown menu.
- Again, Win logo-Left arrow snaps window to left.
    - Win logo-Up arrow then snaps window to upper quadrant.
- Similarly, Win logo-Right arrow snaps window to right.
    - Win logo-Down arrow snaps window the lower quadrant.

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Browser (Microsoft Edge) Shortcuts

- CTRL-T opens new tab.
- CTRL-D bookmark's page.
- CTRL-ENTER adds .com to end of a web address.
- CTRL-L highlights current URL in address bar
    - Similarly ALT-D does the same (previously an Internet Explorer shortcut).
- CTRL-TAB cycles through open tabs.
    - Similarly it also does o in Internet Explorer.

Find more Windows 10 information at: http://windows.microsoft.com/en-us/windows-10/getstarted-get-to-know-microsoft-edge