

# Windows 10 Beginner/Refresher Course 2020

## Session One: Navigating Windows 10

### Homework Handout to make it work like Windows 7 (or XP)

1. Change to local account to avoid needing to sign in with a password.
  - Go to Start button | Settings | Accounts | Your info.
  - Click on Use a local account instead.
2. Begin by changing the Start button menu right-hand Tile pane contents and appearance.
  - In the pane on the right, Remove Tiles you do not want.
    - Right-click on any item (Tile) you do not want and choose **Unpin from Start**.
  - Remove Groups of Tiles all at once.
    - Right-click on a Group name or if no name, the blank area just above the Group of Tiles.
    - Click on **Unpin group from Start**.
  - Add Tiles to the right Tile pane to restore missing items from the old Windows 7 menu.
    - Such as Personal folders, Control Panel, Devices and Printers, etc.
    - Add access to Documents, Pictures, Music, etc.:
      - Open File Explorer (new name for Windows Explorer).
        - Click on the **manila-colored folder icon** on the Taskbar.
        - A window opens with a narrow left-hand pane and larger right-hand pane display folder locations on the left.
      - In the left-hand pane, find **Documents**. If no where else, it is under **This PC**.
      - Right-click on Documents and choose **Pin to Start** from the right-click menu.
      - Again, a Tile will appear at the bottom (right) of the Start menu.
    - Similarly, follow these steps to add Pictures, Music, or any other desired folder.
    - Add Control Panel:
      - Open the Start menu by clicking the Start button (or Windows Logo key).
      - Now just begin typing **control**.
      - There is no need to look for a box to type into, just start typing!
      - Immediately, a search window appears replacing the Start menu.
      - Control Panel should be at the top of the list.
      - Right-click on Control Panel and choose **Pin to Start**.
      - A Tile labeled Control Panel will appear in the Start menu Tile pane.
        - It is always placed at the bottom of the Tiles, sometimes to the right.
    - Add Devices and Printers (and any other Control Panel items desired):
      - Open Control Panel clicking the newly added Tile.
        - Or click on the Start button and type **control** as described above.
        - This time though just click on Control Panel (not a right-click).
      - Once Control Panel opens, on the right it says View by:
        - Click on the drop-down arrow and choose **Large icons**.
      - Right click on Devices and Printers.
      - From the right-click menu, choose **Pin to Start**.
  - Now that you have added all the tiles you wish to have, rearrange them to suit your use.
    - Create a new Group by dragging a Tile to the top or bottom until a pale line appears.
    - Resize the Tiles with a right-click to have a more compact Tile pane or accentuate a Tile.

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3. Next change the left-hand side of the Start button menu appearance and content.
  - Change the appearance of the Apps list and Tile Pane.
    - Open Settings by clicking the Start button, then Settings (the button above Power).
    - On the Settings window, click on **Personalization**.
      - You can also get here by right-clicking the Desktop to choose Personalize.
      - Just like Windows 7.
    - When Personalization opens, click on **Start** in the left column.
    - Now the window displays several options to Turn On or Off.
    - By default, Groups on the Tile pane consist of 3 medium Tiles per row.
      - Change it to 4 medium Tiles per row by turning On **Show more tiles on Start**.
    - Show most-used apps by turning On **Show most used apps**.
    - If you prefer not to have the App list show, but only and All Apps button in the first column (the Power button column), turn Off **Show app list in Start menu**.
    - If you loved the **Windows 8 look**, turn On **Use Start full screen**.
  - Add folders such as Personal folder, Documents, Pictures, etc. if desired.
    - Open Settings by clicking the Start button, then Settings (the button above Power).
    - On the Settings window, click on **Personalization**.
      - You can also get here by right-clicking the Desktop to choose Personalize.
      - Just like Windows 7.
    - When Personalization opens, click on **Start** in the left column.
      - Here click on the link at the bottom right **Show which folders appear on Start**.
    - Now you can turn items On (they display far left), or Off (they disappear from Start).
      - The items are limited, but include:
        - File Explorer, Settings, Documents, Downloads, Music, Pictures, Videos, Network, and Personal folder (your C:\Users\username folder)
    - **Personally**, I prefer the Documents, etc. in the Tile pane and only show the Personal File, but it is your preference.
4. Adjust the Taskbar to your liking.
  - Place desired icons on the Taskbar.
    - Click the Start button and **Find** (scroll to) your desired App on the Start menu Apps list.
    - Right-click and hover over the word **More**.
    - On the menu which appears, click **Pin to Taskbar**.
  - Remove or Hide icons you do not want on the Taskbar.
    - Right-click on the icon you want to not appear.
    - Click **Unpin from Taskbar** if it is a choice.
    - If a longer menu appears, click on the item **Show icon-name...** you want hidden.
      - Should currently have a check in front of Show icon-name button.
        - Such as **✓Show Task View button**.
      - Or click on **✓Show icon-name on the Taskbar**.
      - The icon is now hidden. Bring the icon back by repeating the process.

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5. Change what File Explorer opens to:
  - By default, File Explorer opens with a cluttered right-hand pane, representing the Quick Access.
  - Since that same Quick Access is always present in the left-hand pane, it serves little purpose
    - To also appear on the right-hand side.
  - Open File Explorer, again the manila-colored Taskbar icon.
  - Once open, at the top you will see a tab labeled View. Click on it.
  - Click the View button at the far right of the View ribbon.
  - A new window appears. At the top it reads **Open File Explorer to:** .
  - Using the drop-down arrow, choose (click) **This PC**.
  - Click Apply and OK, or just OK should work.
6. Add shortcuts to the Desktop.
  - Find the desired application, App, or program in the Apps List.
  - Drag it to the Desktop; a shortcut is placed where you "drop" it.
7. Change the Desktop appearance itself.
  - The Desktop itself and the way to manipulate and customize it really hasn't changed much.
    - Windows 10 just has more options available; and all in one place.
  - Personalize Windows 10 using the **Settings** section **Personalization**.
    - Or access it with a right-click on the Desktop as always and choose **Personalize**.
  - Besides for the usual ability to select windows title bar colors and backgrounds,
    - Windows 10 offers 2 color modes, Light and Dark to change the overall appearance.
      - The light theme keeps window backgrounds light with dark text.
      - The Dark color mode makes all the backgrounds black with light text.
  - Windows 10 still offers Themes to control background pictures, title bars and taskbar.
    - It looks slightly different, taking on the Store appearance but functions the same.
    - The Theme may not change automatically on installation.
      - Once installed, you may have to return to Settings to select the new theme.
  - From the Settings | Personalization window you can also choose what image appears on the Lock screen, as well as other items to have available even before signing in.

#### Things to try

- Check out the Windows 10 App **Tips** for help with using Windows 10.
  - Open the Start menu and type **tip** to show it at the top of the search list.
  - Click on Tips app.
- Change to Tablet mode.
  - Click on the far-right-most icon (talk bubble) on the Taskbar **Notifications**.
  - On the pane which opens, click on Tablet mode.
    - It is the first square in the bottom grouping.
  - See how it looks, so you know when it happens accidentally, what to do.

#### If you have not yet set up Windows 10

- Set up initially with a local account to be able to control the label on your Users folder.