Windows 10 Beginner/Refresher Course 2020
Session One: Navigating Windows 10

- **Caution**: If anyone is unfamiliar with using Windows at all, or the how to use a Mouse or keyboard they should first read Basic Lessons labeled Lesson 1 and Lesson 2 before these Windows 10 Sessions.
- **Introduction**: Windows 10 has lots of options and customizations we will try to discuss during the four sessions.
- Windows 10 wants to sign in with an online Microsoft Account and asks during setup.
    - If you have a Microsoft or Windows Live account, you can use it.
    - If you do not have one, Setup walks you through creating the Microsoft Account.
    - If you do not want a Microsoft Account, or wish not to use it for sign in:
        - Don't sign in with one or create one.
- Caveat to using Microsoft Account during setup:
    - If, on setup you use your Microsoft Account, the Username folder created will be the first 5 letters of your Account ID (**which may be to your disliking**).
    - Mine for example using jfdupre@comcast.net as the account would be **jfdup**.
    - **If you want to choose your User folder name, such as Jim, sign in during setup as a Local account, and switch to a Microsoft account later.**
    - You can now add free Apps from the Store with only a local account.
    - To purchase Apps from the Windows 10 Store will need a Microsoft Account.
- Microsoft account vs. Local account:
    - If you sign in with your Microsoft account:
        - Microsoft saves settings to use across additional devices.
        - Microsoft establishes an online storage called OneDrive.
        - You will not need to sign in to download and install purchased Apps from the Microsoft Store.
    - Otherwise, with both accounts the computer is managed and programs work the same.
- During setup, unless you have serious privacy concerns, for expediency of Setup
    - Just choose the recommended options.
    - Change privacy settings later if desired.
- Windows 10, after a few early questions, installs without much assistance needed.
    - If you have speakers and a microphone, much of the setup can be done by voice.
    - Windows 10 walks you through setting up the language, location, time zone, account, connecting to the Internet, and getting any necessary updates.
- Once setup completes you are presented with the Lock Screen.
    - To get the password box (Log on screen), touch a key, or swipe the touchscreen.
    - It is here you need to insert your password, if one was created.
        - If present, more common with laptops or tablets.
    - Windows 10 does offer other ways to sign in, such as using a PIN
    - Windows has many other Sign-in options depending on your hardware.
        - Check them in Settings: Start | Settings | Accounts | Sign in options.

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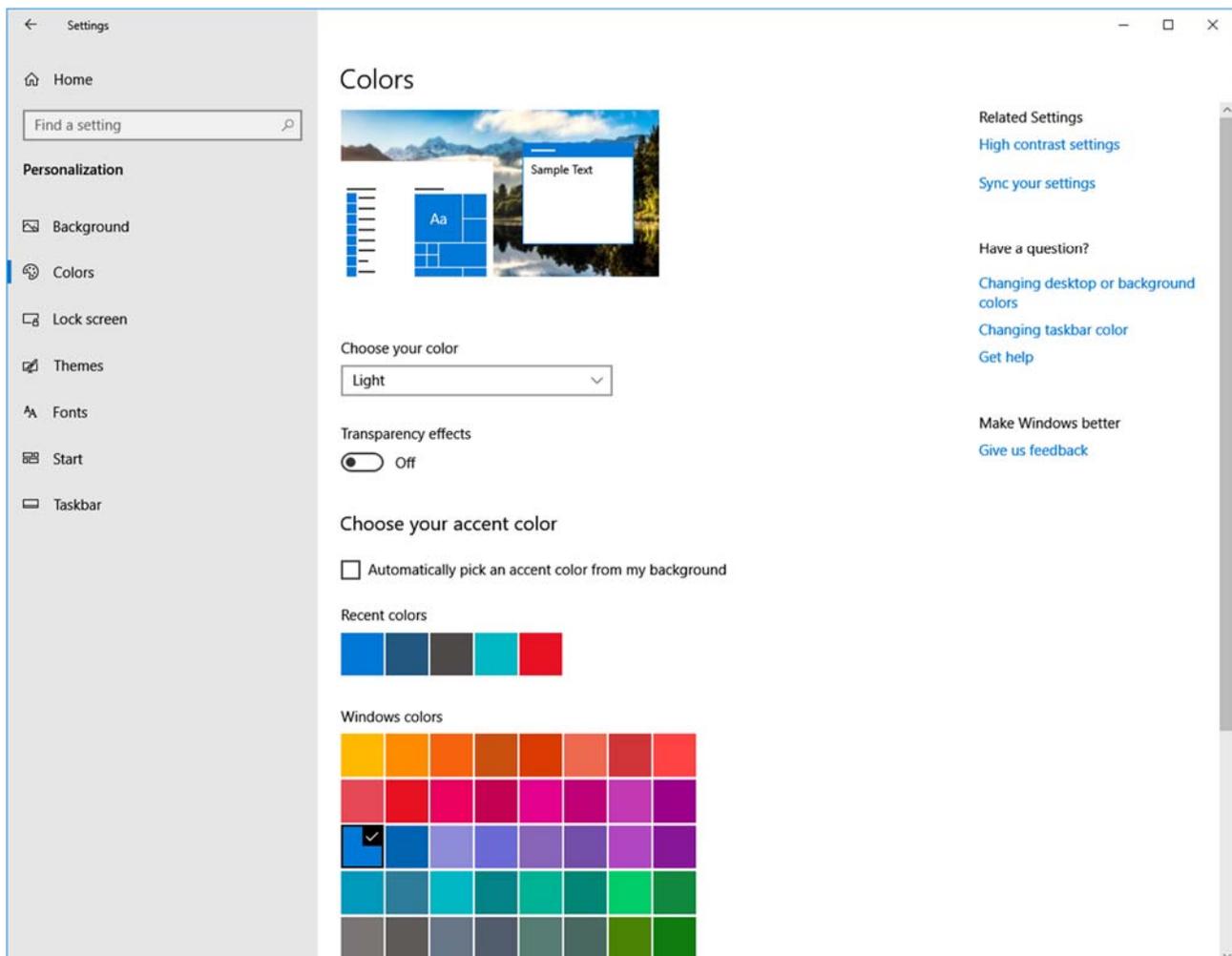
New Windows Features

- The important think to note is **Windows Desktop itself has not changed**.
  - Manipulate and arrange just like always.
- Windows 10 introduces new Menu buttons
  - The **Ellipsis** menu ⋯ appears as 3 horizontal dots.
    - In other programs it may appear as 3 vertical dots.
  - The **Hamburger** menu comprises 3 short stacked horizontal lines ☰ which look like a hamburger.
  - Both indicate the presence of (and clicking on) opens **More** options or information.
- Microsoft Edge
  - Microsoft developed a new streamlined and faster Browser with which to view the Internet.
  - We will speak more to this in our Session Two.
- Cortana
  - Microsoft's offering of a Personal Assistant.
  - Cortana can use your microphone or keyboard for entries.
  - Cortana can search, update an event in your Calendar app, open applications, send emails, and do searches, just for a few tasks to mention.
  - Just ask Cortana what she can do for a list or help.
- Mail App is provided to replace Outlook Express, Windows Mail and Windows Live Mail.
  - It is a satisfactory Email client for most functions.
  - Easy to set up most email accounts.
    - All you need is your email address and your email password.
  - Mail allows setup of multiple accounts.
  - Major drawback: Mail's contact list, the People App lacks the formal ability to create Mailing Groups.
  - Mail App is however the only Mail client Windows modern Apps recognizes.
  - Inter-related with the People App, Calendar App, and downloadable To Do App.
- Tips App
  - A helpful way to get familiar with many of the Windows 10 functions.
  - Find it in the Start menu App list.
  - Add a Desktop icon by dragging the icon from the list to the Desktop.
    - Don't worry, you are not removing it from the Apps list, only placing a shortcut.
    - For the Apps list, there is **no Send to Desktop as shortcut** right-click menu command.
- Tablet Mode
  - Switches Windows Desktop to a Tiles-only appearance for easier touch surface use.
- Action center became the Notifications icon at the far right of the Taskbar.
  - This is composed of an upper notification list, and lower Quick Action section.
    - Control what appears in the Quick Access at: Start | Settings | System | Notification and Actions | Edit your quick actions
  - This Quick Actions area offers access to many functional and appearance changes.
  - Clicking on one of the squares **toggles** items on and off.

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Windows 10 Desktop

- The Desktop itself and the way to manipulate and customize it really hasn't changed.
- Personalize Windows 10 using the Settings section Personalization.
  - Or access it with a right-click on the Desktop and choose Personalize.
    - Just like Windows 7.
    - Windows 10 just has more options.
- Besides for the usual ability to select windows title bar colors and backgrounds,
  - Windows 10 offers 2 overall color modes, Light and Dark.
    - 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 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 appears on the Lock screen.
- The only other difference is now with the Windows 10 Settings, areas to change are separated but available to pick from in the left column of the Settings page.

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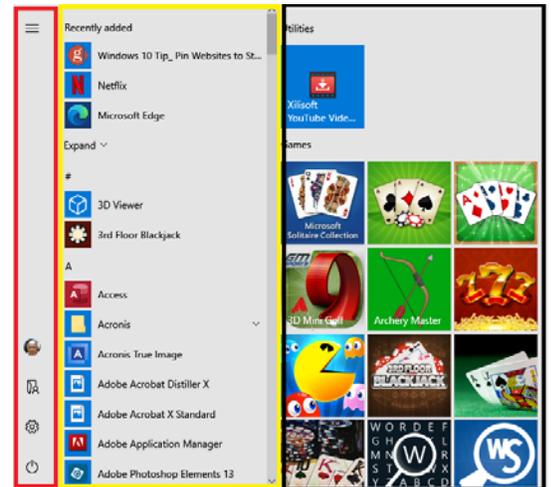
Windows 10 Taskbar
- Just like all previous versions of Windows, there is a Taskbar of icons.
    - Initially, the Taskbar appears at the bottom of the screen, below the Desktop (background).
    - It can be moved to the top or sides as previously by dragging (if unlocked).
    - Change the Taskbar location also in Settings | Personalization | Taskbar.
- The Start button is still at the far left.
- Windows 10 introduced some new icons to the right of the Start button but before any shortcuts.
    - The magnifying glass icon 🔍 and search box offers a Search of computer and Internet.
        - This searches the computer and the Internet for applications installed, files on the computer, and Internet information.
    - A round circle icon ⭕ elicits Cortana, your Windows 10 Personal Assistant.
    - What looks like a movie-film icon ▯ brings up the Task View.
        - Do not confuse this with Task Manager.
        - Task View is a whole new concept we will discuss later in Session Three.
    - Hide or display the new icons with a right-click on the icon.
        - Click to toggle check mark ✓present (show) or absent (no show).
        - The Search box can be displayed only as an icon or hidden entirely.
- Windows 10 also introduces new icons in the Notification Area (far right-side icon grouping).
    - A People icon.
    - An on-screen keyboard icon.
    - A Windows Ink Workspace icon if you have a touchscreen on which to draw.
    - A new Internet Access icon replacing the Network icon when no Internet available.
        - It has the usual monitor screen for a wired network connection.
        - Wireless network connections display the quarter-circle lines.
        - New: If no Internet access, it changes to a World globe.
    - Hide or display the new icons with a right-click on the icon.
        - Click to toggle check mark present (show) or absent (no show).
- Adding shortcut icons to the taskbar is done easily:
    - In the Start menu, right-click on the item desired and hover over **More** to display the option to **Pin to the Taskbar**.
    - Or find the item in the Start menu and just drag it to the Taskbar.
    - Drag icons to the order you want, **the first 10 are accessed with Win + 1 – 0.**
- Removing any shortcut icon is removed by a right-click and **Unpin** the icon.
- Toolbars can be added to the Taskbar as always.
    - Right-click a blank area on the Taskbar and choose Toolbars | New Toolbar.
        - If no blank area (all icons across), right-click over the up-directed caret.
    - Navigate to the folder you wish available as a menu from the Taskbar.

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Windows 10 Start Menu
- This is the change in Windows 10 which frightens everyone.
  - Windows 10 returned to **modified** convention after a horrible Windows 8.
- But it really works the same as all previous start menus, just looks different.
  - It really works easier once you get past the new appearance.
- The Start menu has three sections versus the two on earlier Windows 10 versions.
  - There is a far-left narrow column of icons outlined in red for demonstration purposes.
  - The next column to the right is a list containing all the Apps and applications (Programs) installed on your computer outlined for demonstration in yellow.
    - Scroll the list to look for an item.
    - Note the alphabetical letters. Click on one to select another to jump to that area.
  - Then farther right is a larger area of squares called **Tiles** and is outlined for demonstration in black.
    - These Tiles also represent Programs or Apps installed.
    - However, you get to decide which items are represented.
- This Tile area, when introduced in Windows 8 as the entire Start screen replacing the traditional Start menu is what shook every long-time Windows user.
  - If it frightens you, don't use it.
    - **Ignore it or remove all the all the Tiles.**
  - Instead, customize it to replace those items missing from the old Start menu.
    - Just add Control Panel, or Devices and Printers, or similar.
    - Or add critical Apps or Programs you do not want to scroll for each time.
- The Start button also has a right-click menu.
  - This menu contains many items people often seek.
    - Quickly open the **Run** box, about **System** info, open **Device Manager**, **Task Manager**, **File Explorer**, or access **Settings**.
    - It offers many other options to accomplish various administrative feats.
  - Access this menu also with Windows logo key plus the letter "x".
- If you truly want the old Windows 7 start menu back, download either:
  - Classic Shell for free at: http://www.classicshell.net/
  - Start 10 Trial Buy it for $5. https://www.stardock.com/products/start10/
  - I do not recommend doing this unless you absolutely cannot handle the new menu.
    - You lose many advantages the Windows 10 menu has to offer.
    - Such as the Start button right-click menu.
    - Quick access to all installed applications and any often-used folders.

Windows 10 Start Menu (cont'd)

- Think of the far left Start menu column as the Control column, or Power column.
  - o In the latest release, hovering over this column will expand it to reveal the names of each icon.
    - ▪ To expand this column if displaying only icons, click on the hamburger menu at the very top.
  - o In this column, the bottom-most icon is the **Power** icon ⏻.
    - ▪ It offers the Shutdown, Restart, and Sleep options.
  - o Just above is the **Settings** icon ⚙.
    - ▪ Microsoft is trying to replace the old Control Panel with a more modern approach familiar to tablets and smart phones.
      - • But Control Panel is still available if you prefer it.
      - • Click on Start and begin typing "control panel.
      - • It appears at the top of the search column which opens.
      - • If desired, right-click on it and Pin to Start.
    - ▪ Instead of a single window containing numerous options to consider by clicking boxes or radio buttons, each item is now separate and controlled by turning on or off.
    - ▪ Here you can change or add accounts, uninstall Apps and applications, personalize (customize) Windows, control Network connections, manually Update Windows 10, and much more.
  - o The uppermost icon, not the very top of the column but top of the lower group, is the User Account icon 👤.
    - ▪ This icon is where to go to Switch users, sign off, or lock the screen (assuming again you have set up a password).
  - o Settings | Personalization | Start | **Choose which icons appear on Start** can add or remove additional icons for this column.
- The App list occupies the middle column of the Start menu.
  - o This list includes all installed programs, applications, and modern Windows 10 Apps.
  - o The list can be scrolled with the Mouse wheel,
    - ▪ A right-sided scroll bar.
      - • **By default, many Windows scroll bars collapse to a thin line until the Mouse pointer is brought over them.**
      - • Change collapse at Settings | Ease of Access | Scroll down the page to **Automatically hide scroll bars in Windows** and turn it Off.
    - ▪ Or jump from place to place using the Alphabet letters.
    - ▪ Use it to Pin desired applications to the Start Menu (right-side Tile pane)
    - ▪ Pin applications to the Taskbar
      - • Right-click the application and hover over More to display the menu from which to choose **Pin to Taskbar**.

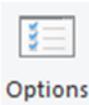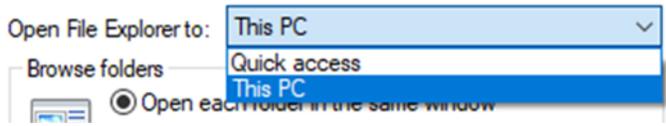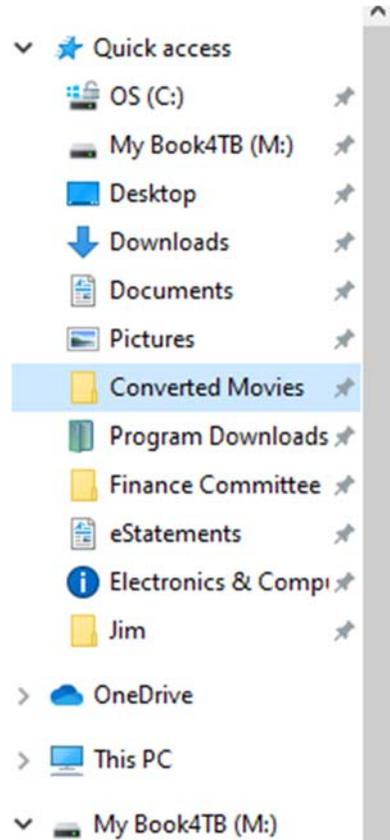**Windows 10 Start Menu (cont'd)**

- The Tile area (referred to as **pane**) is at the farthest right.
    - o Several Microsoft-provided Tiles present with live changing information.
        - When connected to the Internet they display current information.
        - Such as News, stock info, weather, etc.
    - o Individual Tiles can be moved, added or removed easily.
        - **Pin to Start** from the Start menu App list.
            - **When a Tile is pinned, it initially appears at the bottom** (or bottom right).
            - So it needs to be moved (drag) to the desired group or location.
        - **Unpin** with a simple right-click on the Tile.
        - Move an individual Tile by dragging it to the new location or group.
    - o Whole groups of Tiles can be given a name, moved, or removed.
        - Name a group by clicking just above the Group and type or edit a name.
        - Move a group by dragging from the Title area (name) just above each Tile group.
        - **Unpin a group** by right-clicking the Group Name.
    - o Create a new group by dragging a Tile to just above or just below the last group displayed.
        - A new pale thick line appears.
        - Drop the Tile just above (or below) this line to create the new Group.
    - o Tiles can be resized.
        - Tiles can be an large elongated rectangle, a medium square, or a small square.

        - To be a "live" tile it must be large or medium-sized.
    - o The entire Tile pane can be made larger by dragging sides, top or corners.
        - To change, you must drag far enough to fit an entire group (3 or 4 medium squares).
        - Otherwise it snaps back to the original size.
    - o By default, each group contains 3 medium-sized Tiles across.
        - Change this to 4 across under Personalization settings
          Start | Settings | Personalization | Start.
        - Turn on "**Show more Tiles on Start**".

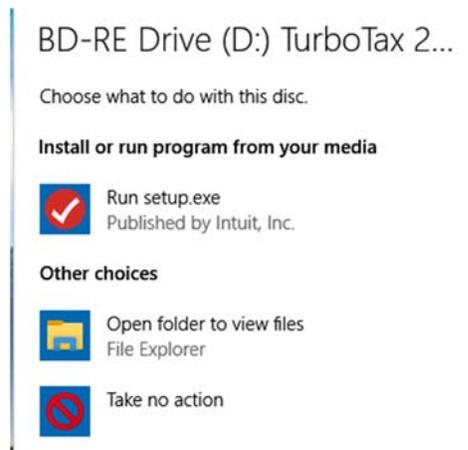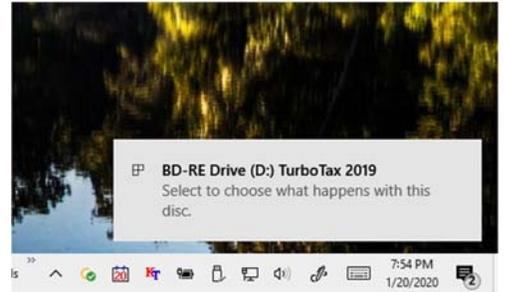**Other Windows 10 Features to be aware of:**

- Windows 10 can sync settings, backgrounds, and Task View History between devices.
    - This is the purpose of Windows 10 wanting sigh-in using an online presence.
    - It stores the information in OneDrive.
- File Explorer is the new name for Windows Explorer.
    - This is accessed by the manila folder icon on the Taskbar.
        - Or any time you open any folder destination.
        - When it opens, by default it opens to the **Quick Access menu**.
        - You may prefer it open with **This PC**, the new name for (My) Computer.
            - To change it, open File Explorer and select the View ribbon (tab).
            - At the far right is an Options button and drop down.
            - Click on Options button, then the top item is **Open File Explorer to:**
            - In the drop-down list choose **This PC**.
            - Now File Explorer will open displaying the main folders of Documents, Pictures, etc.
                - And just below the main User folders displays the drives attached or installed on the computer (such as a DVD drive or USB drive).
    - The File Explorer window works just like Windows Explorer, except with a ribbon interface to display many of the file management tasks rather than menu driven.
    - File Explorer has 2 panes.
        - The left pane is the folder pane just like Windows 7, but adds:
            - Quick Access folders (pinned) and OneDrive folders.
            - Adding to Quick Access is just like Windows 7.
            - Navigate to the desired folder then right-click on Quick Access.
            - Pin the current folder to Quick access.
        - Just like 7, when a folder is selected in the left column, its entire contents is displayed in the pane on the right side.
    - All the same keyboard shortcuts and right-clicks work the same.
    - File Explorer still has the **search box** in the upper right-hand corner to search the contents of the displayed folder.
- Personalize Windows 10 using the Settings section Personalization.
    - Or access it with a right-click on the Desktop and choose Personalize.
        - Just like Windows 7.
        - Windows 10 just has more options.

Other Windows 10 Features to be aware of:

- Inserting an external drive or a CD/DVD displays a pop-up in the lower right corner.
    - o The only difference, the pop-up appears for only a few short seconds.
    - o Once it disappears, you need to open File Explorer in order to access the drive.
    - o This pop-up if clicked displays options shown at right for the specific device much like Windows 7.

- Microsoft Edge
- Windows 10 Mail app
- Microsoft Store
- For power users, the Command Prompt is replaced by PowerShell.
    - o PowerShell allows copy and paste unlike Command prompt.

Windows 7 Features absent from Windows 10

- Windows 10 no longer include a program or app to play video DVDs.
    - o Windows Media Player is still included but handles only Audio.
    - o Need to install a DVD viewer program download, or App from Microsoft Store.
        - ▪ Such as VLC Player or similar.
        - ▪ Downloaded program works better than Windows Store App.
- Windows 10 no longer creates video discs.
    - o Windows Movie Maker and Windows DVD writer are gone.
    - o Requires a free download or paid-for application.
        - ▪ Such as Adobe Premiere, or a free program download.
- Windows 10 DOES still write to DVD and CD media for data discs.
    - o Windows Media Player still Rips and Creates Audio discs.

Windows 10 Features that are unchanged

- Manipulating windows and files/folders
    - o Resizing, moving, Cut, Copy, and Paste
    - o Creating new folders, renaming, deleting, Cut, Copy, and Paste, etc.
- Installation of programs (applications)