


Windows 10 Beginner/Refresher Course 2020

Session Three: Explore Windows 10 Apps and the Store App

Task View Taskbar button

- Click the **Task view button** on the left end of the Taskbar to show the Task View.
 - If the button  isn't there, right click on a blank area of Taskbar and choose (click on)
 - Show Task view button.
 - Or use the **Windows logo key + TAB** keyboard shortcut.
 - Hold down the Windows logo key while hitting TAB.
- The Task View provides three areas and functions.
 - At the very top, any created Virtual Desktops are shown as small thumbnails.
 - If you have not created any virtual Desktops, only a **New desktop** button will be present.
 - Create a new Desktop to group separate activities to return to them quickly.
 - As always, running applications on any virtual Desktops will close on shutdown.
 - Unfortunately, you cannot keep the applications open after shutdown.
 - However, the virtual desktops will not be removed.
 - A virtual desktop can have different applications or documents open.
 - As stated, Virtual Desktops you have created will appear as small Thumbnails at the very top of the Task View.
 - Create one Desktop with only games open.
 - Create a second Desktop with your Word and Excel documents open.
 - Have a third virtual Desktop with a video running.
 - Hover over a Desktop Thumbnail to display the windows open on that Desktop.
 - Bounce between Desktops without having to reopen or close applications.
 - If you close a virtual Desktop without first closing the open windows:
 - The open windows move to the original (primary) Desktop.
 - Move a window from one desktop to another by dragging to the desired thumbnail.
 - Or right-click the window and choose **Move** and choose which virtual desktop.
 - Or drag the window to the **plus sign** to create a new virtual desktop containing that window.
 - Start | Settings | System | Multitasking has a couple of Virtual desktop tweaks available.
 - The second and main area is at the top middle and displays all open Desktop windows as large Thumbnails.
 - Click a Thumbnail to switch between running windows on the displayed Desktop.
 - Or use arrow keys to move left, right, up, or down.
 - Click the right corner "X" on the thumbnail to close a window.
 - Right-click on a Thumbnail to get a menu to **Snap** that window to the left or right.

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Task View Taskbar button (cont'd)

- The Task View third area and function.
 - The third area is Timeline and is below the active windows and displays Thumbnails of past activities, documents, or web pages you have visited so you can return to an activity, document, or web page easily.
 - The Timeline is organized by date and displays 1 or 2 rows of activities.
 - If more activities are available, a link **See all "number of " activities** will appear to click on to display all activities engaged in that day.
 - It opens the day and displays all activities of that single day by hour.
 - Click the **See all " number of " activities** link again to close that day and return to the date activity list.
 - Click on any Thumbnail to reopen the document, web page, or activity.
 - Turn Timeline on or off Start | Settings | Privacy | choose Activity History.

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People App

- The Mail app uses the People app as its **contact list**.
- The People App when opened has two viewing panes, a left **List pane** and a right **Preview pane** to preview information when a contact is selected from the left-side list.
- At the top of the List pane to the right of the search box are three options.
 - + Add Contact
 -  Filter contacts
 -  Settings cogwheel.
 - If you do not see the plus sign, click on the 3-dot menu.
- The People app can import and merge items to the contacts from multiple contact sources, including:
 - Outlook.com, Gmail, Office 365 Business email, and iCloud
 - **Caution:** If one or more accounts have outdated contacts they will still be added.
 - This import occurs by adding the account to the People app, the Mail app, or the Calendar app.
 - **Add an Account** via the People app using the Settings cogwheel .
- To add people to the Contacts list click the plus sign + **New contact** at the top.
 - A window opens to the right in which to enter the information.
 - At the top, a drop box will ask which account you want the contact saved to.

Save to

Microsoft account ▼
 - Once finished, be sure to click Save at the bottom of the window.



SaveCancel
 - If you forget, Windows should ask if you wanted to Save the contact.
- The one deficiency of the People App is no support for creating **Mailing Groups**.
 - A workaround is to create a new contact and add multiple email addresses.
 - Separate each email address with a semicolon, no spaces needed.
- Edit a Contact by clicking on it and in the right-side pane and then click on the pencil icon.  **Edit**
 - Or right-click and choose Edit.
 - Complete the changes and Save it.
 - If you have received the contact from multiple accounts, it will ask which to edit.
- Filter contacts, the third icon at the top, doesn't do what you might think.
 - It only allows you to decide which accounts' contacts are included in the list.
- Right-click on a contact and choose **Pin to Start** from the menu to add a contact to the Start menu tiles.
 - **Pin to Taskbar** adds the contact to People icon on the Taskbar for quick access.
 - **Delete** removes the contact.
 - Again, only after asking from which account to delete it.
- Remove an account under Settings by double-clicking and choose Delete Account from this device.

Delete account from this device
[Remove this account from this device.](#)

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Calendar App

- Windows 10 provides the Calendar app to coordinate all your events.
- The Calendar app is comprised again of two panes, a left Calendar Account pane, and a right Calendar display pane.
- The Calendar app can add calendars from several sources.
 - Click on the cogwheel  icon at the bottom of the left Account pane and choose Manage Accounts at the top of the pane which opens on the right.
 - Click on the type of account, such as Outlook.com, Google, Yahoo, or iCloud.
 - Enter your account information when asked, and sign in.
 - You may be asked what information you want synced or shared.
 - Click Done when complete.
- Add an Event by clicking on **+ New event** at the top of the left-side pane.
 - A small window opens to add an Event.
 - If you have multiple accounts, the account calendar the event is added to is the last account you previously used.
 - If you wish to change to another account, choose More Details [More details](#) at the bottom of the event window.
 - This will open a larger full-sized window with a drop-down to the right of Event name to choose an account.
 - To choose a time, first remove the check from All day at the top right.
 - Now use the drop-down arrow next to the time for the Start time and finish time.
 - Give a location and a "remind me" time.
 - Choices are limited to 0 to one week.
 - Click on Save when finished.
 - If you want to send an email to invite someone to the event, do so on the More Details page.
 - You will see the People icon on the right. [Invite someone](#) 
 - Once you have chosen the people, click the check mark at the bottom.
- To sync the Windows 10 Calendar app with your Android phone, you want to make sure all entries are done under the Google account.
 - Entries do NOT sync between calendars.
 - In other words, the Outlook Yahoo or Microsoft Calendar events sync only with their respective calendars, not the Google account calendar.
 - So, the Windows 10 Calendar app will show events from all calendars,
 - But sync only with their individual calendars.
- With the Windows 10 1909 update, events can also be added via the Taskbar calendar.
 - When done, save it by clicking the check mark at the bottom.
- **Add calendars** adds Windows-offered events to your calendar.
 - Such as US Holidays, Sports events, NFL, NBA, NFL, and MLS team schedules.
- Very little customization available.
 - Only to change the color of events per account, using the down arrow.
- **If you need a To Do list app, Download the To Do app from the Store.**

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Miscellaneous Apps

- **Photo App**
 - View photos and other graphics.
 - Import photos from camera or scanner.
 - Edit photos.
 - Clear red-eye or small blemishes.
 - Add effects and filters.
 - Create modest slide shows or videos with music and narration.
- **Groove Music App**
 - Plays digital files saved on your computer or in OneDrive.
 - Search by title or artist.
 - Controls at the bottom work like all music players.
- **Movies & TV App**
 - Does play DVD movies in digital format.
 - Does NOT play video discs (DVD or video CD)
 - Install VLC Player
 - From the downloaded application from the VLC website
 - Install the app from the Store
 - Not as robust as the downloaded application.
- Alarms and Clock
 - Set an alarm.
- Calculator App
- Feedback Hub App
- Get Help App
- Tips App
- Maps App
 - Find places.
 - Get directions.
- Paint 3D
 - Expanded Paint app.
- Voice Recorder App
- Windows Accessories
 - Find many of the old Windows Accessories.
 - Such as Paint, Internet Explorer, Snipping Tool, and Windows Media Player.

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Microsoft Store App

- The Store App appears on the Taskbar as a colorful shopping bag. 
- Using this App and a Microsoft account, you can purchase and install other Apps.
 - Free Apps in the Store no longer need to use a Microsoft account.
 - A Local account works fine.
- After clicking on the Taskbar **Store icon**, the Store opens in a new window.
 - If Store is not on the Taskbar, find it in the Start menu Apps List as **Microsoft Store**.
- At the top of the Microsoft Store window on the left are several tabs.
 - Home, Gaming, Entertainment, Productivity, and Deals.
- To the right, at the top is a Search hourglass icon.  Search
- Look for any item either by browsing the various tabs or do a search for a specific item.
 - Use a word for what you are searching for, such as **finance**, and click on the hourglass.
 - Store will categorize findings with a few Apps, Games, etc.
 - Click Show All next to the category title you are looking for, such as Apps...Show All.
 - Now a whole list of Apps to choose from will appear.
 - If you know the name of the App or Game, type it in the Search box.
- Once you have settled on an item, simply click the **Get** button.
 - Next, an Install button appears. Click on it or just wait a few seconds for it to start.
 - The download should begin.
 - Once installed, a **Launch** or a **Play** button appears, depending on the type of App installed.
 - This confirms the App is installed.
- **To return to the previous page**, click the left-directed arrow at the far left at the top. 
 - This arrow works like the Back button on a browser.
- Some helpful Apps
 - Depending on the PC manufacturer, you may have some of these Apps or Games already installed.
 - Netflix, if you have a subscription.
 - Free Cell. Remember Windows 10 does not install many, if any games.
 - Solitaire
 - Microsoft installs their own, but you may wish to search the Store for a better one.
 - Spider solitaire