

Windows 10 for beginners

Windows 10 is the latest version of the Windows operating system. New PCs will typically come with Windows 10 installed. If you have an older computer and would like to purchase Windows 10, it starts at \$119. Find out more at: <https://www.microsoft.com/en-us/windows/get-windows-10>

Signing in

There are two ways to sign in to your Windows 10 computer: with a **local account** or a **Microsoft account**. A **local account** means all of your files and settings are only accessible on the computer you log into. (Just like usual, to many of us!) A **Microsoft account** (Outlook, Hotmail, Live, MSN) allows you to sync your information between multiple devices, and would even let you sign into your account from a friend's Windows 10 device. You need a Microsoft account to use features like Cortana, download from the Windows Store, and activate Find My Device. If you don't have a Microsoft account, Windows 10 will walk you through setting one up. You can switch between a local and Microsoft account at any time.

Windows 10 desktop screen



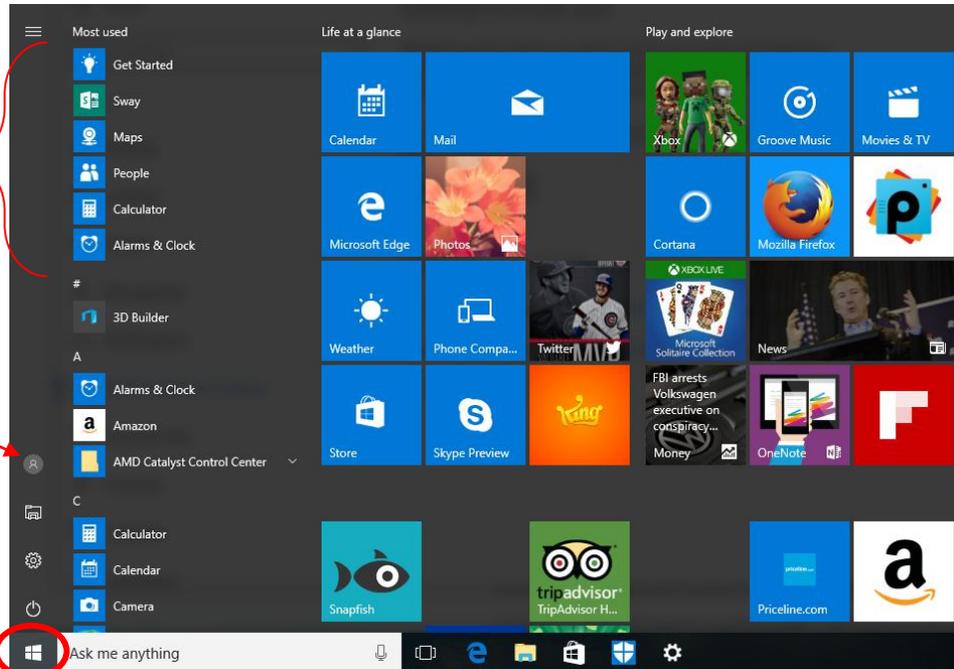
Start menu

Microsoft now calls most things “apps”. Click on the Windows logo in the lower left corner to open your Start menu and see your apps.

Get to your most used apps. If you're just starting with Windows 10, the **Get Started** app walks you through the highlights.

Log out/switch user

See your files, change your settings (see more on last page), turn off or reboot your computer, or see all apps



Click here to open your Start menu

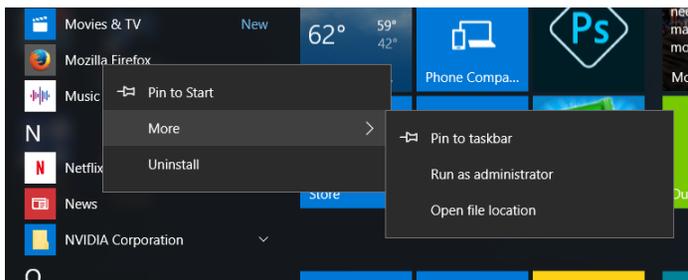
These are called tiles. If they are animated, they're called live tiles. You can set them up to display current information, such as the weather, news headlines, and more.

Click on each one to set it up.

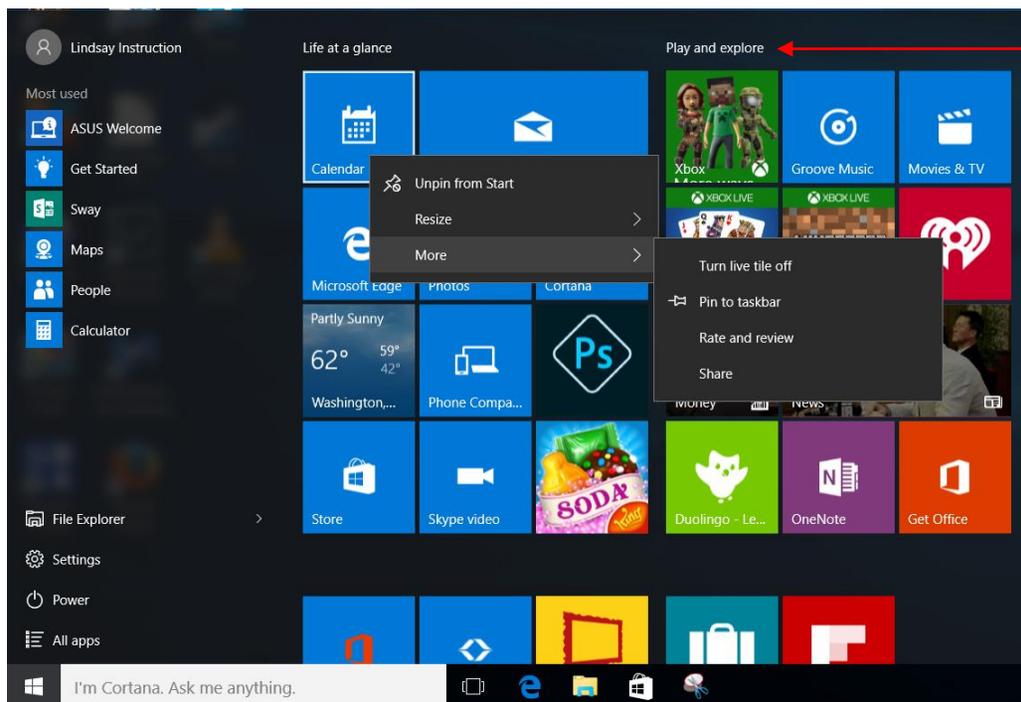
You can change which ones are shown, and you can remove them completely. See next page.

Changing what's on your Start menu

You can change which apps and tiles show up. To remove (unpin) an app, right click on it and choose **Unpin from Start**.



To add an app, click on **All Apps** in the bottom left corner of your Start menu. Find the app you want, right click on it, and choose **Pin to Start** or **Pin to taskbar**. (The taskbar is the long horizontal bar at the bottom of your screen.) You can also click and drag the app over to where you want it to show up.



Rename sections by clicking on their titles and typing in a new title.

To take a tile off, right click on it and choose **Unpin**.

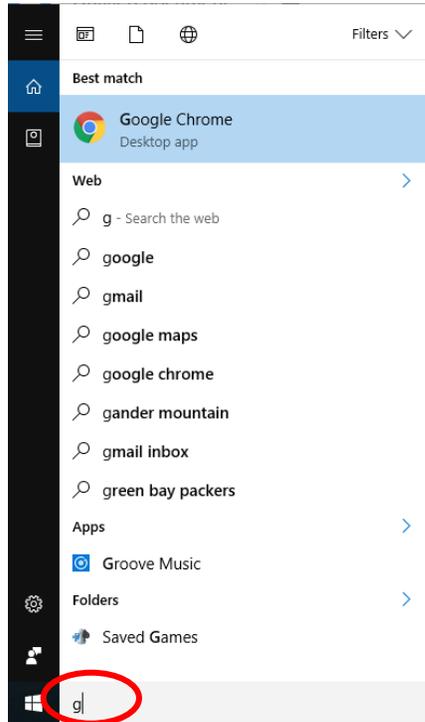
If you'd like to resize it, right click on it and hover over **Resize** for options.

If it's an animated pin and you find that distracting, you can right click on it and choose **Turn live tile off**.

Tip: Missing the old Start menu view? Right click on each tile and unpin it. When they're all unpinned, grab the right side of the Start Menu and drag it to the left.

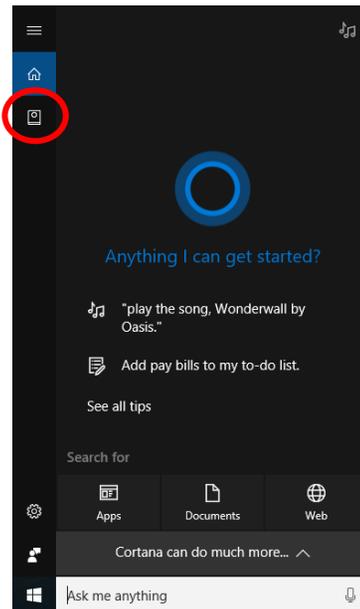
Cortana

Cortana is meant to be a personal assistant. With or without her on, you can still search here for stuff on your computer or on the web (1). At any time you can switch her on by clicking on the notebook icon on the left side (2). You can also choose how much of your information she has access to. If your device has a microphone, you can also speak to her.

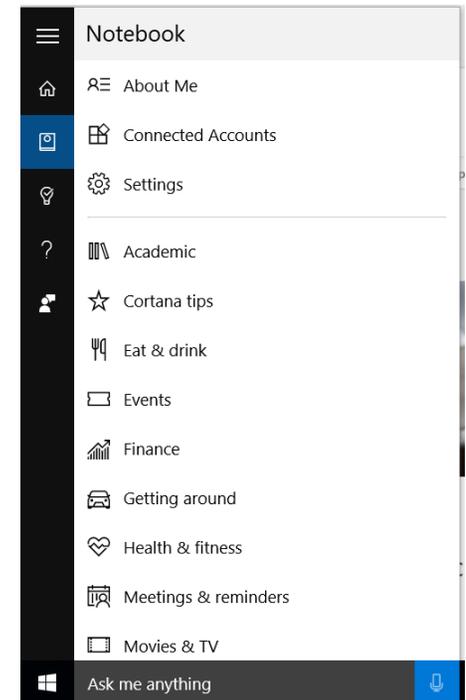
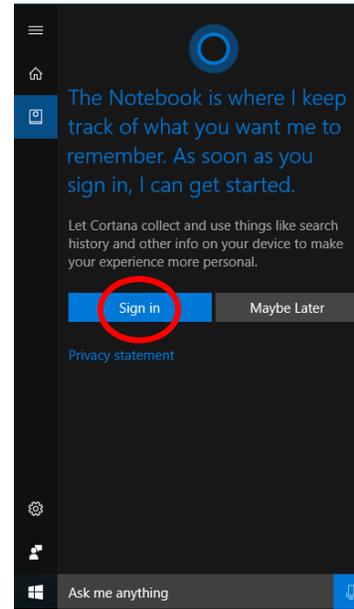


1) Begin typing in the bar next to the Start menu in order to search your computer or the web. **Works even if Cortana is off.**

If you want to use Cortana to get tailored suggestions, set appointments, and more, you will need a Microsoft account. (See Adding Apps section for a partial workaround.) Cortana also works with Edge; see the Edge section further in the handout.



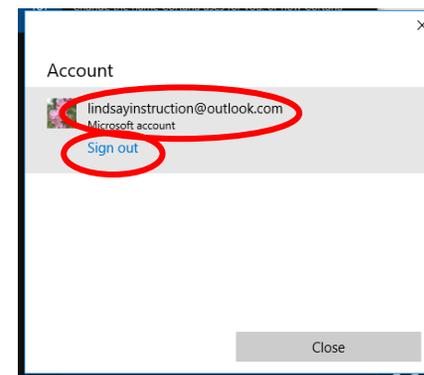
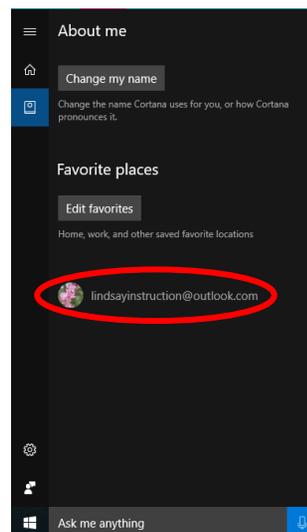
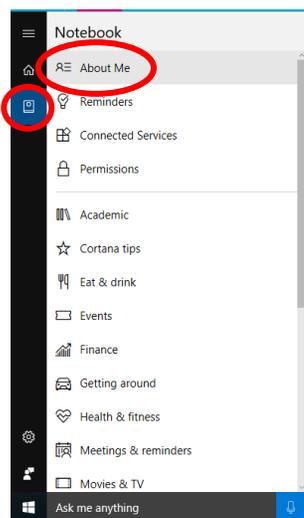
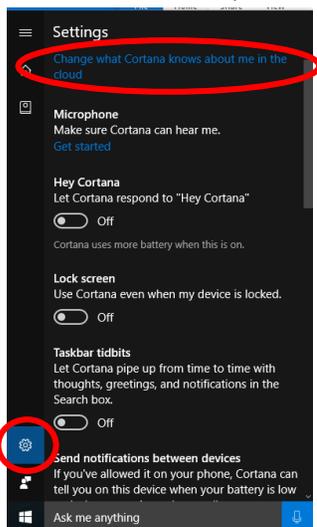
2) Click on the **Notebook** icon and click **Sign in** if you wish to switch Cortana on.



If you switch Cortana on, there are many features to explore.

How to switch Cortana off

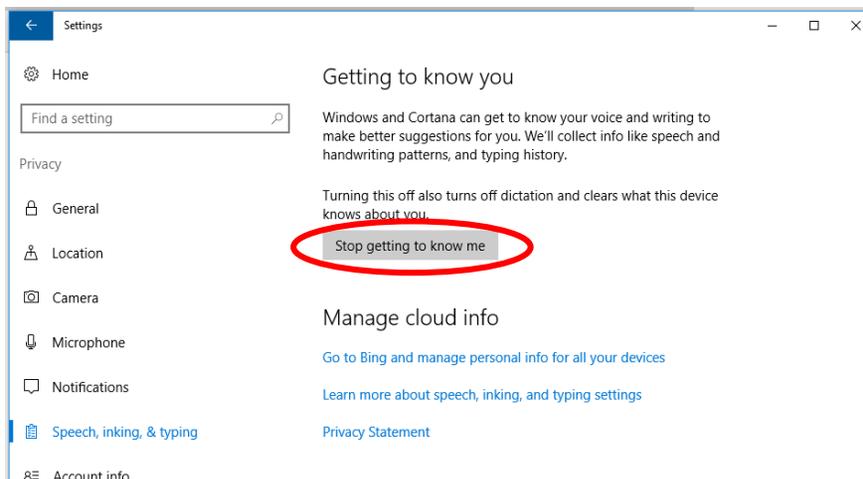
- 1) Click on the **Gear** icon and click on **Change What Cortana knows about me in the cloud**; then click on **Clear**
- 2) Click on the **Notebook** icon and then on **About Me**
- 3) Click on your **login**
- 4) Click on your **login** again and click on **Sign out**



Tip: Don't even want to see the search bar at the bottom? Right click on it, hover over **Cortana**, and choose whether to just show the Cortana icon or entirely hide it. You can still get to Cortana through the Start menu.

Stop getting to know you

You may also want to check the "Getting to know you" section. Click the Start menu, then Settings – Privacy – Speech, inking & typing.



If you would rather not share additional information with Microsoft, click on "Stop getting to know me".

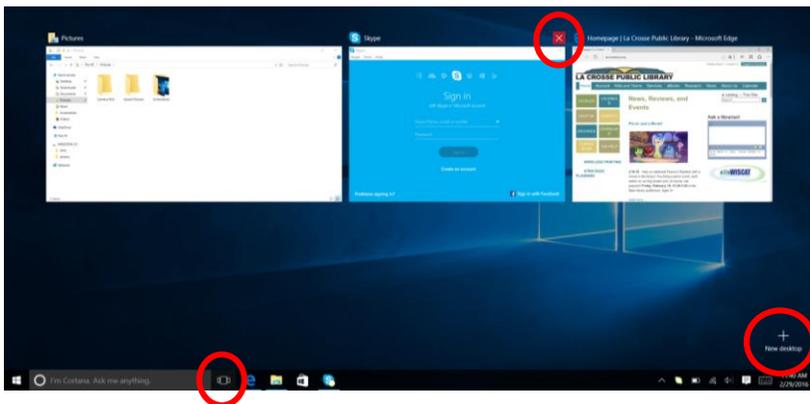
When it's off, it will look like this:



Task view



Click the icon in the task bar to view all of your open apps and folders. Click on one to bring it to the front. To close one, hover over it and click the red box with the white X. You can also make “new desktops” to help you organize your open items on different desktop screens. Drag open apps and folders to different desktops from Task view. To move between desktop screens, click on the task view icon in the taskbar.



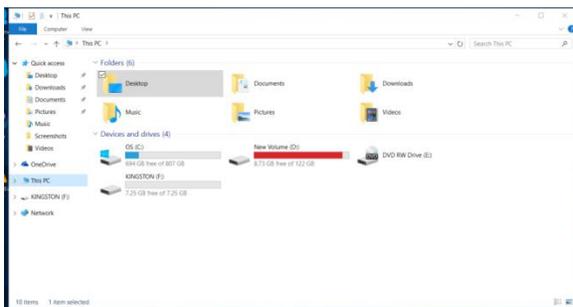
Edge



Edge is the new browser from Microsoft. It's meant to replace Internet Explorer. It will be your default web browser in Windows 10 (you can change this through Settings). Cortana can remember your Edge search history. Find out more at: windows.microsoft.com/en-us/windows-10/getstarted-get-to-know-microsoft-edge-cortana

Tip: Want to change your search engine from Bing to something else (Google, Yahoo, etc)? Open Edge, then go to your preferred search engine. Next, click on the **3 dots** in the upper right corner and go to **Settings – View advanced settings – Change search engine** – click on the one you'd like to use – **Set as default**.

File explorer



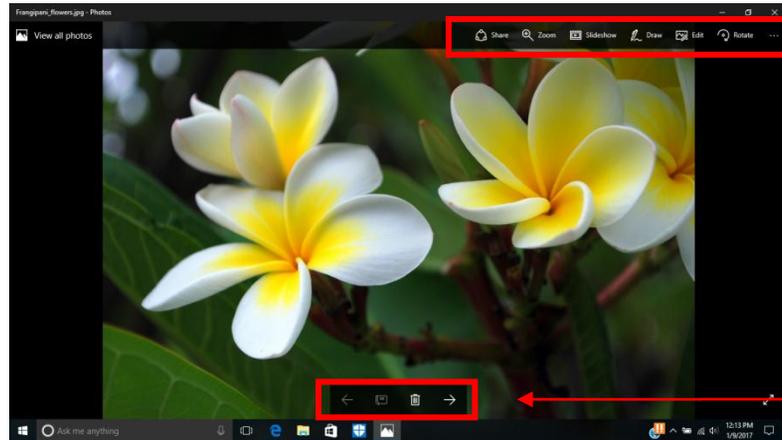
To view the folders and files on your computer, click on the folder icon in the task bar or click on File explorer in the Start menu. This will look pretty similar to Windows 7. You can get into your documents, pictures, music, and more through this screen.

One new feature is **OneDrive**. It requires a Microsoft account. If you copy files into your OneDrive folder, you can access those files over the Internet at onedrive.com. You get 5 gigabytes of storage for free and plans begin at \$1.99/month for 50 gigabytes.

Photos app

Windows 10 has a new Photos app. The very first time you double-click on a picture to look at it, Windows will ask you how you want to open pictures in the future. Windows Photo Viewer is still an option, if you're used to it from Windows 7. You can always change your choice later through Settings.

View all of your photos →



← Share your photo through email or apps, start a slideshow, draw on your photo, edit it, and rotate it. Under the three dots: copy, print, set as background, and file info.

← Arrow through your collection or click the trash can to delete the photo.

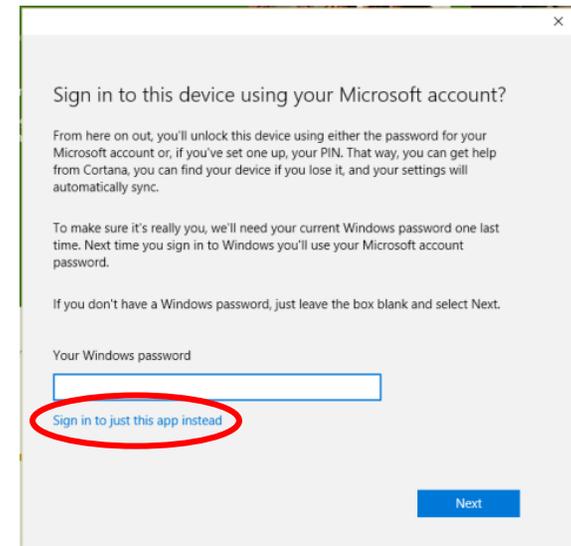
Adding apps/using the Windows Store



Click on the shopping bag icon in the taskbar to go to the Windows Store. There you can search or browse for apps.

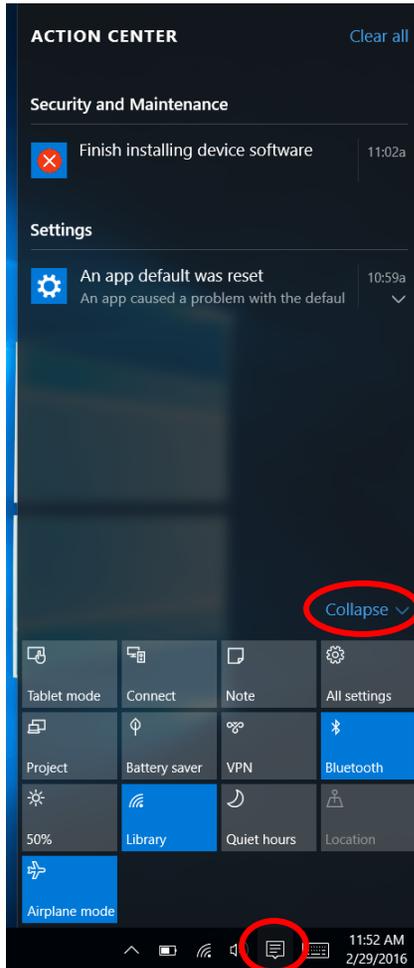
Downloading from the store does require a Microsoft account.

Tip: If you don't want to tie a Microsoft account to your login, you can set one up just to use with a particular app. If you don't have a Microsoft account already set up, it will walk you through it. At the end, choose "Sign in to just this app instead".



Action Center

The Action center shows you security and maintenance updates and issues, as well as any settings changes and notifications from apps. Get to it by the icon in your system tray, or if you have a touch screen, swipe from the right edge of your screen inward toward the left.



Hover over notifications to get an option to clear them, or choose **Clear all** in the upper right corner. You can choose which apps show notifications in this window by going to **Settings – System – Notifications & actions**.

If you have a touch screen device, **Tablet mode** will switch to a more touch-based interface.

Note will open up the OneNote app, which requires a Microsoft account.

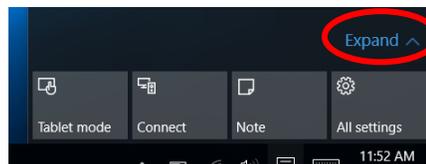
All settings will open up your **Settings** screen; see more on the next page.

Battery saver and the one that looks like a sun (screen brightness) can conserve your battery power.

You can see nearby wireless signals and turn airplane mode on and off through here.

Turning on **Quiet hours** will stop notifications from popping up in the lower right corner of your desktop screen (they will still appear here).

You can switch between Collapsed and Expanded views



Settings

To change your settings, go through your **Action Center**, or click on the **Start** menu icon and then click on **Settings** in the lower left corner. It can be worth checking out some of the options in here. (You can also search for the Control Panel through Cortana if you'd prefer to use that.)

Here are some highlights:

System:

Display: Change the size of your fonts and apps

Apps and features: uninstall apps

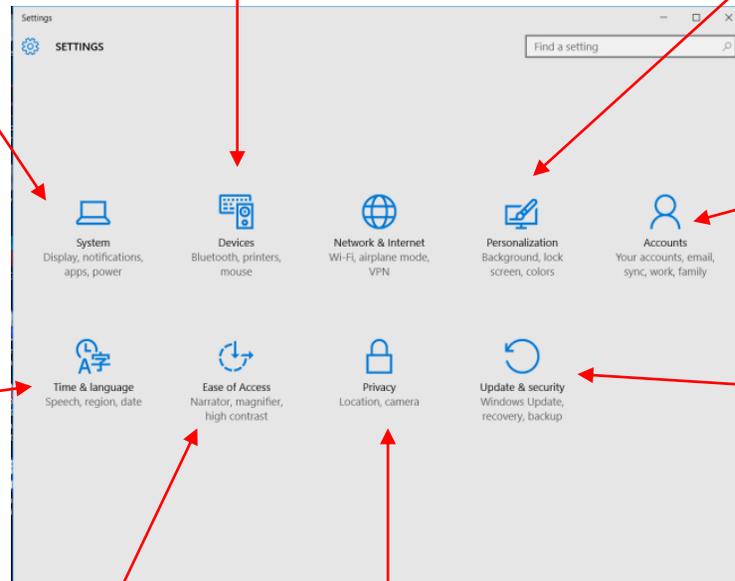
Default apps: choose which apps should open file types (including default web browser)

Time & Language: control how time and date are displayed

Speech: set up your microphone for speech recognition

Devices:

Mouse & Touchpad: switch your primary mouse button (left or right)



Ease of Access: turn on Narrator or Magnifier, adjust your mouse icon, and more

Privacy: choose which apps can access your location, camera, calendar, and more (also the location for Stop getting to know me – p.5)

Personalization: change your background image, color scheme, lock screen, themes, and Start menu options

Accounts: manage your account, change sign-in options, add accounts to the computer, and sync across your other Windows devices

Updates & security: check for updates, set up a backup file or go through recovery (resets the computer), and turn **Find My Device** on or off

*Note: Windows Defender is a built-in antivirus; it automatically turns off if you install a different one and will come back on if that one expires or stops working

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