

Introduction to Windows 10

What is Windows 10

Windows 10 is the newest operating system (OS) released by Microsoft. Windows 10 allows you to do everything that your old OS allowed you to do. The biggest change is that Windows 10 does a better job of integrating desktop programs to the internet and introducing the PC to the world of Apps. Windows 10 allows you to switch back and forth between a tablet mode and a desktop mode.

In this session, we will be covering a number of aspects of using your Windows 10 device including:

- Navigating the new PC screen.
- Basic Personalization tools.
- Using Cortana
- Navigating the Tablet Screen.
- How to Install, Use and Uninstall Apps.

Before we begin:

What exactly is an Operating System, and what does it do for you?

Simply put, a computer's OS is the basic user interface of the computer. Working through the OS, users can access programs and make the computer do the things that it needs to do.

How is an OS different from a device?

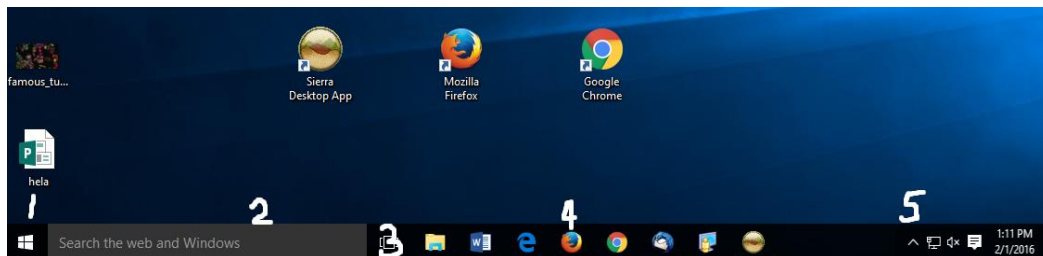
The device is the body, and the OS is the brain. Some devices might have slightly different features, but as long as they are running the same OS, they should work pretty much the same way.

The New PC Screen

The new PC screen consists of a large work area with desktop icons that represent a program or

windows feature, this is the same as your old computer. The new part is what is on the bottom of the screen. Going left to right are:

1. **The Start Button** is like the Start Menu on Windows 8 and lets you start Apps.
2. **The Search Box** lets you search for items on your PC or on the Internet using Bing.
3. **The Taskbar** shows you the programs you have open and allows you to switch to them.
4. **Taskbar Icons** allow you to use windows features or quick start programs.
5. **Notification Area** access settings, control volume and see what's happening on your computer.



Why Would I Ever Use Tablet Mode?

How many of you have smart phones? Well Windows 10 is about bringing the features of your smart phone to the computer, minus the phone part. That means adding the ability to use Apps. Apps are computer programs designed for touchscreen tablets and phones. They are designed to be simple to use, lacking complicated menus.

What's the biggest difference between how you interact with your PC and how you use a smart phone? It's the touchscreen

Using Gestures

Touch screens really are just that, touch it! Many of us are getting familiar with touch screens at ATMs, and the computer is fairly similar. Learning how to use the touch aspects of the Windows 10 OS will make your experience with Windows 10 much more successful. Tablet mode is designed to use gestures to navigate. That is because a tablet lacks the input devices (mouse, keyboard) of a PC.

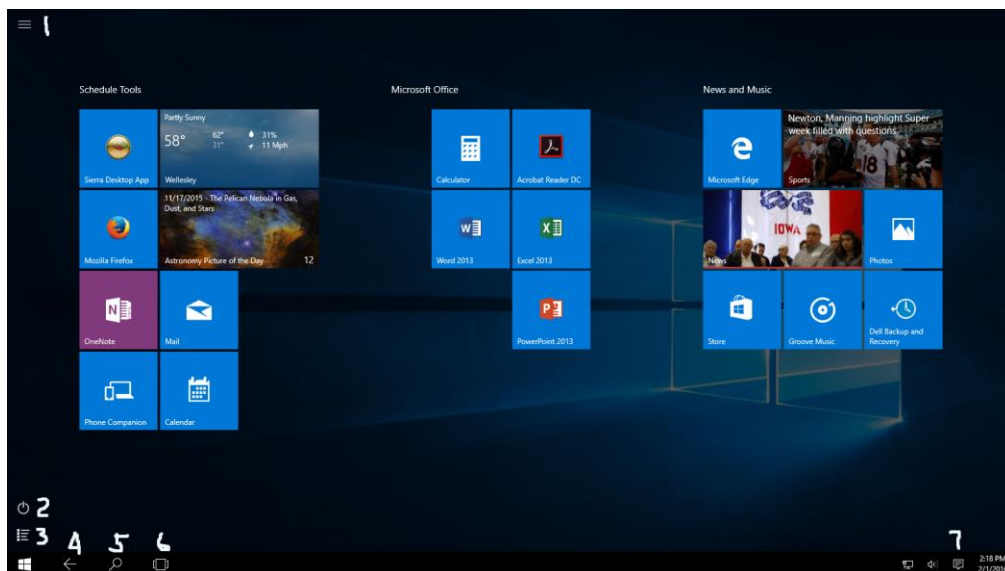
- Tap (used to execute an action). Use your finger to touch the screen and then immediately release it.
- Double-Tap (also used to initiate an action) Tap and release the screen twice.
- Tap and Hold (display a menu of options) Press your finger and hold it on the screen for a second or two.

- Slide (used to move an object or scroll the screen) Place your finger on the screen, move your finger and then release.
- Swipe (opens windows features) Quickly run your finger along the screen.
- Pinch (zooms out) Place two fingers on the screen and bring them closer together.
- Spread (zooms in) Place two fingers close together on the screen and move them apart.
- Turn (rotates whatever is on the screen) Place two fingers on the screen and turn them clockwise or counterclockwise.

Navigating the Tablet Mode

If you are using a touch screen or a tablet, Windows 10 will start in tablet mode. This mode uses touches and gestures to navigate. The Tablet mode displays tiles to apps much like the desktop icons from the PC screen. It is much like it was in Windows 8.

1. This Menu icon works like the Start Button.
2. Power Button
3. Apps Menu a list of all the computers Apps.
4. Back Button return to previous app screen or Start screen.
5. The **Search Box** lets you search for items on your PC or on the Internet using Bing.
6. App Switcher allows you to switch to a different open App.
7. Action Center lets you toggle Tablet Mode on or off.



Using Apps

Start menu icons, or Tiles, open programs, folders or web content. The Start menu is designed to work as a finished tool for you to use. Getting the start menu to function as you want it to will take some time.

Tiles: The icons on the start menu, or Tiles, are your way to access program, or apps, in Win10. The tiles themselves are moveable and flexible.

Organizing tiles: like with any computer, what you see is not what you get in Win10. When you first see the Start screen, you'll see the factory pre-set tiles, but you can add tiles, remove tiles, and create groups of tiles.

Task: hold down any tile. See how the screen changes to show Groups, and try to move the Camera tile, the Photos tile and the Video tile into a group. Hold your finger on the Name Group heading to change the name.

Using individual tiles: To see what you can do with tiles, find the Weather tile, and hold it down with your figure for a minute then release it. Holding any tile down for a minute is akin to right-clicking. If you are familiar with the right-click function, you know that you'll pull up a context sensitive menu with each right click. Here, you'll see option to Unpin, Uninstall, Resize, or Turn the live tile on.

Live Tiles: One of the big changes in Win8 is the way that mobile technologies are incorporated into devices. A great example is live tiles. When tiles are live, internet connected devices will show real time information so you'll have a quick link to live content streams. Great examples are the Mail and Weather tiles. If your Mail tile is turned on and set up, you'll be able to check your email just by opening the Mail tile. One click on the Weather tile will show you a report for your area.

Installing Apps:

Apps are tied to your Microsoft account which means you need a Microsoft account in order to download an app from the store.

Task: Click on start (in PC mode) and select Store OR In Tablet Mode touch Store. The Windows Store has categories across the top of the screen select Apps OR use the search box to locate the App you want. Click (or touch) on the App from the results that appear. Click (or touch) Free. (if the App is not free click on the price). Type your Microsoft account password and select OK.

Uninstalling Apps:

In Tablet Mode press down on the app tile (in all apps list OR on the start screen) and hold a second then release. Select Uninstall.